



## **Request for Proposal**

**RFP P18-2023**

### **ADA Self-Evaluation and Transition Plan Update**

April 14, 2023



Disability Access Consultants, LLC  
2862 Olive Hwy, Suite D  
Oroville, CA 95966

## Cover Letter

April 14, 2023

To: Victor De La Cruz, Purchasing Manager  
City of Chula Vista

Re: **Response to Request for Proposal: Americans with Disabilities Act (ADA) Self-Evaluation Report and Transition Plan Update RFP No. P18-2023**

Firm's Legal Name: Disability Access Consultants, LLC (DAC)

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We appreciate the opportunity to submit our proposal for providing consultant services to produce an updated Americans with Disabilities Act (ADA) Transition Plan and Self-evaluation for the City of Chula Vista.

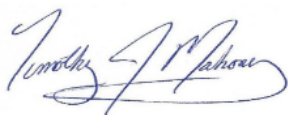
Disability Access Consultants, LLC (DAC) has extensive experience in the evaluation of program and facility accessibility and provides a full continuum of Americans with Disabilities Act (ADA) and accessibility services for public entities, such as the City of Chula Vista. Founded as a California company in 1998, DAC has provided services for the past 25 years to assist public entities to comply and implement accessibility requirements in accordance with the ADA, Title 24 of the California Building Code, Section 504 and related federal, state and local disability-related nondiscrimination laws and regulations. DAC has conducted over 28,000 building inspections, surveyed thousands of parks and playgrounds, over 30,000 thousand miles of public rights-of-way and performed hundreds of programmatic reviews and self-evaluations to study the accessibility of programs, services, activities, events and related areas. DAC has a team of 25 staff, including CASp certified inspectors, dedicated to assisting public entities, such as the City of Chula Vista, with ADA compliance. DAC has a comprehensive understanding of applicable standards, regulations and requirements under Title II of the ADA, California Building Code and related state accessibility standards.

DAC is currently assisting or has recently completed similar studies for numerous city and county governments, including cities in proximity to the City of Chula Vista, such as the City of San Marcos, City of Oceanside, City of Murrieta, City of El Centro, City of La Mesa, City of Santee, City of Carlsbad, City of Lake Elsinore, City of Lemon Grove, City of Anaheim, and the City of Fullerton. A more detailed list of over 100 similar projects completed by DAC is provided in our response.

To provide for easy management of the transition plan and documentation of compliance efforts, DAC has developed online accessibility management software called DACTrak. DACTrak is a powerful tool to manage and update the transition plan, project costs and document progress. Custom reports can be printed in a variety of formats. The use of DACTrak provides for a better quality and finished product for easy and cost-effective management of the ADA plan.

The proposal is signed by Tim Mahoney, who is authorized to obligate DAC contractually and negotiate with the City. DAC has reviewed the City's RFP Terms and Conditions and Sample Contract Services Agreement and has no exceptions. DAC has received Addendum No. 1 published on March 31, 2023 and incorporated the information into our response.

Tim Mahoney, General Manager



## 1. Table of Contents

<b>COVER LETTER.....</b>	<b>I</b>
<b>1. TABLE OF CONTENTS.....</b>	<b>II</b>
<b>2. PROJECT NARRATIVE AND SCOPE OF WORK.....</b>	<b>1</b>
BUILDINGS.....	3
PUBLIC RIGHTS-OF-WAY.....	3
PARKS, RECREATION AND OPEN SPACES.....	5
CITY PROGRAMS AND SERVICES.....	6
CITY COMMUNICATIONS AND WEBPAGES.....	6
COMPREHENSIVE ADA SELF-EVALUATION AND TRANSITION PLAN.....	7
<b>3. QUALIFICATIONS.....</b>	<b>14</b>
PROJECT TEAM.....	15
<b>4. REFERENCES.....</b>	<b>18</b>
DAC PUBLIC ENTITY CLIENT LIST.....	21
<b>5. FEE PROPOSAL.....</b>	<b>24</b>
<b>OTHER INFORMATION RELEVANT TO PROPOSAL.....</b>	<b>25</b>
SAMPLE DACTRAK SCREEN SHOTS AND INFORMATION.....	25
GENERAL CONDITIONS.....	34

## 2. Project Narrative and Scope of Work

It is understood that the City of Chula Vista is requesting a firm with professional experience in accessibility compliance to assist City staff in the self-evaluation of City facilities, parks, public rights-of-ways, programs, services, and activities, as well as update the City's previous transition plan and efforts, which includes monitoring and management tools, for keeping in compliance with the Americans with Disabilities Act (ADA), Title 24 of the CBC and other relevant laws and regulations.

DAC is proposing a scope of services that will allow the City to develop an updated ADA transition plan that meets the requirements of applicable laws and regulations but allows for maximum flexibility in the schedule and cost of implementation. DAC's proposed services include the use of our DACTrak online accessibility management software program that will provide City staff with an easy method to schedule and track implementation of the transition plan. As DACTrak includes estimated costing information, DACTrak would provide the City with a tool to develop a methodical, budget-sensitive timeline for correction of deficiencies and barrier removal.

DAC has completed over 400 similar project throughout the US over the past 25 years and has a clear understanding of the necessary requirements and deliverables that the City is seeking. The scope of work provided to the City by DAC will include:

1. DAC will assist the City staff with development the process, procedures, documents and forms needed to conduct the self-evaluation of the City's programs, activities and services for ADA compliance and compile the findings and recommendations into a self-evaluation and transition plan report.
2. In consultation with the City, DAC will develop a master list of City programs, services, and activities; accessibility policies; disability customer service training; communication practices and any additional available information regarding program accessibility.
3. DAC will review and evaluate City policies, services, programs, activities, practices, facilities, and public rights-of- way to identify conditions which may limit accessibility.
4. Furthermore, DAC will evaluate the City's programs, services and activities for compliance with the California Building Standards Code, the California Manual on Uniform Traffic Control Devices, Federal ADA Accessibility Guidelines, 2010 ADA Standards for Accessible Design, and the (Proposed) ADA Accessibility Guidelines for the Public Rights-of-Way (PROWAG).
5. DAC will review the City's previous ADA Transition Plan and/or previous efforts to incorporate and document efforts into the update plan.
6. DAC will review and incorporate the City of Chula Vista Pedestrian Connectivity Plan dated July 2019 and any other associated data to be provided by the City. DAC will evaluate the data for accessibility accuracy and recommend elements to be incorporated in Self-Evaluation Report and Transition Plan.
7. After research and review of the City Pedestrian Connectivity Plan and the field data collected, should DAC and the City determine additional or updated public right-of-way inspections need to be completed, DAC will complete these inspections. The public rights-of-way reports prepared by DAC will detail items found to be non-compliant with Federal ADA Accessibility Guidelines. DAC's report will also include the recommended methods that can be used to make the non-compliant facilities accessible and specify a schedule for taking the steps necessary to achieve compliance.
8. DAC's reports will include photographs of the location and element for each physical barrier found at City facilities, including building exteriors, building interiors, park amenities, and parking lots for inclusion in the Transition Plan update.

9. With the use of DACTrak Accessibility Management Software, DAC will provide facility reports for each site detailing conditions or items found to be non-compliant. Reports can also be generated which show barriers found City-wide in a single consolidated report.
10. DAC will assist the City with its public outreach efforts, which can include at least one public workshop. Although it is not required by the ADA to hold a public meeting. DAC will assist City staff with tools, methodology and options for engaging with appropriate stakeholder groups, including individuals with disabilities and organizations representing individuals with disabilities.
11. DAC will review appropriate City plans, reports, and programs, as well as meet with City staff to gain insight into the City's facilities and programs in order to identify issues which may be discriminatory to people with disabilities. The review will also include City policy and program accessibility, including eligibility requirements, participation requirements, facilities used, transportation, communication, grievance procedures and emergency procedures.
  - a. DAC will conduct barrier assessment surveys to collect information on each program and activity. Staff will also be engaged to provide details regarding forms and current participants, the types of equipment and materials used, testing and entrance requirements, amount of staff training, and list any specific modifications that are needed and accommodations that have been provided in the past.
  - b. Based on the barrier assessment surveys and policy reviews, DAC will evaluate the effectiveness of the existing ADA program services and provide recommendations where deficiencies are identified.
  - c. DAC will provide the City with an ADA self-evaluation and transition plan report that will summarize the data and findings from the ADA self-evaluation and transition plan for City buildings, parks, programs, communications, open spaces and public rights-of-way.
  - d. DAC will meet with City staff as needed to coordinate the project kick off, discuss progress at an interim meeting and present the final deliverables at a completion meeting. Additional as-needed meetings to accomplish the project objectives will also be held. Meetings will be organized to be held via virtual teleconference as often as possible to ensure efficiency of the project progress.
  - e. DAC will prepare and present recommendations to City's executive management team.
  - f. DAC will prepare and present recommendations to the City Council.
12. DAC will prepare an initial "draft" of the ADA Self Evaluation Report, including recommendations to bring programs, services, activities, and practices into compliance. City staff will be able to view the initial draft and provide commentary and into the plan. The "final" ADA Self Evaluation Report shall comply with all requirements of Title 28 of the Code of Federal Regulations ("CFR"), Chapter I, Part 35, Subpart A, § 35.105.
13. In collaboration with the City, DAC will assist in the development of an updated and comprehensive ADA Transition Plan, that will include, but not be limited to the following:
  - a. Identify barriers and prioritize solutions.
  - b. Establish a list of all City services, including a map of the path of travel to each service along with the barriers to be removed in order to achieve compliance.
  - c. Cost estimates for modifications needed in order to achieve compliance with the Guidelines.



- d. Recommendations to update existing policies and to create new policies in order to achieve compliance with the Guidelines.

The completed Transition Plan shall comply with all requirements of Title 28 of the CFR, Chapter I, Part 35, Subpart D, § 35.150.

## Buildings

- a. In consultation with the City, DAC will identify which City buildings are subject to the requirements of the ADA, and perform assessments of all interior and exterior elements, including the path of travel as well as common areas throughout City owned and tenant occupied buildings. The reports prepared from the assessments will include details of all elements surveyed.
- b. DAC will conduct barrier assessment surveys with field reviews of all City-owned public buildings that provide programs, services or activities to the public, as appropriate. The surveys will identify physical barriers at each facility that could limit accessibility. The information collected in the field will be compared to the Federal ADA codes as well as applicable state codes (CBC, Title 24) and the standard that provides the greater level of accessibility utilized. DAC will consult with the City staff to determine use of the buildings that were constructed prior to 1992 to verify the required scope and areas of the facility that should be surveyed.
- c. Based on the results of the barrier assessment surveys, DAC will develop reports issued through DACTrak in order to provide the City with comprehensive assessment results. The reports will include:
  - 1. Detailed barrier description and initial priority order related to relative impact to access
  - 2. At least one digital photograph for documentation of each barrier
  - 3. Detailed location description identifying the location of the barrier, maps will also be provided for findings where GIS coordinates can be collected for available outdoor findings
  - 4. A proposed solution to eliminate the barrier; and
  - 5. Individual cost estimates for each solution.
- d. DAC will provide the City with access to DACTrak, allowing the City's users to generate details reports in multiple formats, including PDF and Excel, as well as map style formats of KML and Shapefile for available exterior areas where GIS coordinates can be collected. The DACTrak online accessibility management software will provide the City with comprehensive reports for the interior and exterior of each facility. DACTrak also includes tools that will allow the City to plan a schedule of barrier removal, adjust priorities and update the implementation of the transition plan. Many report options are available in DACTrak that can show detailed information for every noncompliant finding in each building, through high level summary reports that can offer a concise synopsis of noncompliant findings by category across all facilities City-wide. Estimated costs are available in all reports, however a DACTrak user can choose to generate a report without estimated costs if needed.
- e. DAC will survey all City-owned buildings included in RFP documents and Appendix 1 provided by the City, which will be confirmed at the project kick off meeting.

## Public Rights-of-Way

- a. The City completed a comprehensive "City of Chula Vista Pedestrian Connectivity Plan" in 2019. DAC understands that the City is requesting for the selected vendor to review, evaluate

and potentially utilize and leverage the collected field data and surveys from this report as part of developing the City's ADA Self-Evaluation and Transition Plan.

- b. Based on the Pedestrian Connectivity Report provided by the City, it appears the data collection process for this project was comprehensive. Should DAC be selected and able to view the actual field data and findings that were collected for this plan, DAC will collaborate with the City in the review of the data from the Pedestrian Connectivity Plan to determine if some or all of the data can be utilized.
- c. DAC and City will collectively determine the ability to utilize the field data that was collected and if the reports created from the pedestrian plan can effectively integrate into management of the City's Transition Plan, moving forward.
- d. DAC and the City may determine that portions of the previously areas should have updated accessibility inspections performed. Also, the City has likely constructed new sidewalk and PROW areas within the past 6-7 years, that were not part of the Pedestrian Connectivity Plan. These areas may need to be inspected to ensure that they are included in the updated ADA Transition Plan.
- e. Should it be determined that updated PROW and sidewalk inspections are warranted, DAC, in consultation with the City will identify which City-owned public rights-of-way, including, but not limited to cross walks, pathways, sidewalks and curb ramps are subject to the requirements of the ADA and perform assessments of all areas within the identified public rights-of-way facilities. The reports prepared from the assessments will include details of all elements surveyed.
- f. DAC will conduct barrier assessment surveys with field reviews of the identified public rights-of-way owned by the City of Chula Vista, as appropriate. The surveys will identify physical barriers in the public rights-of-way that could limit accessibility. The information collected in the field will be compared to the Federal ADA codes as well as applicable state codes and the standard that provides the greater level of accessibility utilized. Public Rights of Way Guideline (PROWAG), FHWA Manual of Uniform Traffic Control Devices (MUTCD), Title 24 of the California Building Code and Federal ADA Accessibility Guidelines (ADAAG) all can be compared and applied.
- i. Based on the results of the barrier assessment surveys, DAC will develop reports issued through our DACTrak online accessibility management software in order to provide the City with comprehensive assessment results. The reports will include:
  - As-is condition measurements and verifications as they relate to ADA access
  - A detailed barrier description and initial priority order related to relative impact to access
  - At least one digital photograph for documentation of each barrier
  - Detailed location description identifying the location of the barrier, maps will also be provided for findings where GIS coordinates can be collected for available outdoor findings
  - A proposed solution to eliminate the barrier; and
  - Individual cost estimates for each solution.
- g. For areas of public rights-of-way that are surveyed by DAC, DAC will provide the City with access to DACTrak, allowing the City's users to generate details reports in multiple formats, including PDF and Excel, as well as map style formats of KML and Shapefile for available exterior areas where GIS coordinates can be collected. The DACTrak online accessibility management software will provide the City with comprehensive reports for the interior and exterior of each facility. DACTrak also includes tools that will allow the City to plan a schedule



of barrier removal, adjust priorities and update the implementation of the transition plan. Many report options are available in DACTrak that can show detailed information for every noncompliant finding along each area of sidewalk, through high level summary reports that can offer a concise synopsis of noncompliant findings by category across all public rights-of-way facilities City-wide. Estimated costs are available in all reports, however a DACTrak user can choose to generate a report without estimated costs if needed.

- h. GIS Data: By utilizing DACTrak, all locations inspected by DAC shall be identified with an accurate GIS location. DACTrak can produce reports that include a GIS layer in both KML and ESRI Shapefile including, but not limited to, the following features:
  - Latitude and longitude GIS location
  - Surface type
  - Vertical displacement
  - Tree/Tree root
  - Width and length
  - Recommended remediation
  - Slopes of Curb Ramps (% of flares, ramp, landing and etc.)

DAC has included example screenshots of map reports available in DACTrak as additional information in our proposal.

### **Parks, Recreation and Open Spaces**

- a. In consultation with the City, DAC will identify which City-owned parks, trails, outdoor facilities and open spaces are subject to the requirements of the ADA and perform assessments of all areas within the recreational facilities. The reports prepared from the assessments will include details of all elements surveyed.
- b. DAC will conduct barrier assessment surveys with field reviews of all parks, trails, outdoor facilities, indoor facilities and open spaces owned by the City of Chula Vista and listed in Appendix I of the RFP, that provide programs, services or activities to the public, as appropriate. The surveys will identify physical barriers at each City-owned parks, trails, outdoor facility and open space that could limit accessibility. The information collected in the field will be compared to the Federal ADA codes as well as applicable state codes and the standard that provides the greater level of accessibility utilized.
- c. Based on the results of the barrier assessment surveys, DAC will develop reports issued through our DACTrak online accessibility management software in order to provide the City with comprehensive assessment results. The reports will include:
  2. As-is condition measurements and verifications as they relate to ADA access
  3. A detailed barrier description and initial priority order related to relative impact to access
  4. At least one digital photograph for documentation of each barrier
  5. Detailed location description identifying the location of the barrier, maps will also be provided for findings where GIS coordinates can be collected for available outdoor findings
  6. A proposed solution to eliminate the barrier; and
  7. Individual cost estimates for each solution.



- d. DAC will provide the City with access to DACTrak, allowing the City's users to generate details reports in multiple formats, including PDF and Excel, as well as map style formats of KML and Shapefile for available exterior areas where GIS coordinates can be collected. The DACTrak online accessibility management software will provide the City with comprehensive reports for the interior and exterior of each facility. DACTrak also includes tools that will allow the City to plan a schedule of barrier removal, adjust priorities and update the implementation of the transition plan. Many report options are available in DACTrak that can show detailed information for every noncompliant finding in each recreational facility, through high level summary reports that can offer a concise synopsis of noncompliant findings by category across all facilities City-wide. Estimated costs are available in all reports, however a DACTrak user can choose to generate a report without estimated costs if needed.
- e. DAC will survey all City-owned parks and park facilities included in the original RFP and Appendix 1 provided by the City.

### **City Programs and Services**

- a. In consultation with the City, DAC will identify which City programs and services including but not limited to, classes, workshops, meetings, and events, are subject to the requirements of the ADA and perform reviews of program policies, procedures, including but not limited to eligibility requirements, location(s) of services, methods of providing information and procedure for processing requests for accommodations. The information prepared from the programmatic assessments will be included in the self-evaluation and transition plan report.
- b. DAC will conduct programmatic barrier assessment surveys of City programs and services, as appropriate and available. The reviews will identify programmatic barriers in City programs and services that could limit accessibility or be considered potentially discriminatory.
- c. Based on the programmatic barrier assessment surveys, DAC will provide the City with suggestions and recommendations as needed to ensure or enhance compliance in the City's programs and services. The findings and recommendations will be included in the ADA Self-evaluation and Transition Plan report.
- d. The ADA self-evaluation and transition plan report will identify issues that may limit physical or other access to individuals with disabilities to City Programs and Services. The report will include a feasible solution and cost estimate for eliminating each barrier if applicable. Most programmatic changes to enhance compliance would have little to no cost associated.

### **City Communications and Webpages**

- a. In consultation with the City, DAC will identify which City communications and webpages, including but not limited to, sign-up forms, registration forms and public facing website pages, are subject to the requirements of the ADA. DAC will provide the City with a programmatic review that will identify all communications items that are not compliant or are potentially discriminatory. The City's website will be reviewed for compliance with the standard required for Title II entities, Web Content Accessibility Guidelines (WCAG) 2.0 Level AA or the required standard at the time of evaluation if requirements change.
- b. DAC will conduct barrier assessment surveys to review all City public communications and webpages, as appropriate. The surveys will identify accessibility barriers in City communications and webpages as well as potential language or procedures that could be considered discriminatory.
- c. DAC will provide the City with an ADA self-evaluation and transition plan report that will include comprehensive assessment results, including:

- An ADA self-evaluation and transition plan report with details of the programmatic and policy reviews, as well as a complete overview of the entire self-evaluation and transition plan project
  - Descriptions of accessibility barriers found in communications and language and an explanation of their relative impact to access
  - References to applicable codes for effective communication and website accessibility to assist with correcting the barrier
  - Proposed solution(s) to eliminate each communication and website navigation barrier
  - When applicable, cost estimates may be included for each programmatic solution, however most programmatic solutions would not be expected to have an associated cost.
- d. DAC will provide the City with an updated ADA self-evaluation and transition plan report that includes the findings and recommendations prepared from the reviews of the City's communications and website review. The ADA self-evaluation and transition plan report will include a synopsis of the comprehensive website review which will be issued separately as a related and referenced report. The ADA self-evaluation and transition plan report will identify programmatic issues found in public communications and the City's public facing website that limit accessibility. The ADA self-evaluation and transition plan report and website review report will include recommended solutions for eliminating each barrier and an estimate associated cost, if applicable. Most programmatic recommendations would be expected to involve little to no cost to implement.

### **Comprehensive ADA Self-Evaluation and Transition Plan**

1. DAC will assist the City to develop a comprehensive ADA self-evaluation and transition plan based upon the results of the barrier assessments, policy reviews, and comments from City staff. The ADA transition plan will include all information necessary to comply with Title II of the ADA, including but not limited to, the following:
  - a. The methodology for performing the self-evaluation of existing barriers to accessibility and recommendations of methods to remove them.
  - b. A summary of findings of the self-evaluation of facilities, policies, programs, and practices.
  - c. Recommendations for remedial measures to correct deficiencies and a methodology for prioritizing barrier remediation.
  - d. Cost estimates for recommended remediation measures.
  - e. Assistance with an implementation schedule that includes milestones or measures of achievement for monitoring implementation.
  - f. Recommendations for procedures and forms for monitoring implementation.
  - g. Recommendations for procedures for periodically reviewing and updating the ADA transition plan.
  - h. Recommendations for procedures and forms for performing evaluations of additional barriers.
  - i. Recommendations for procedures and forms for filing requests for accommodation.
  - j. A list of references and contact information for ADA and accessibility related resources; and
  - k. Identification of the City official with overall responsibility for implementation of the plan.
  - l. Documentation and reference of previous transition plan and compliance efforts.

2. DAC will present the draft ADA transition plan and subsequently, the final proposed ADA transition plan findings to City Staff by issuing logins to the DACTrak accessibility management software and conducting an interactive training session via teleconference.
3. DAC, if requested, can present the final document to the City Council. It is not required or recommended that the Council adopt the transition plan as projected dates of completion may become problematic if they are not met. A transition plan is meant to be developed as a flexible plan, allowing for changes and adjustments over time to meet the ongoing needs of the City.
4. In addition to providing the City with access to DACTrak to view and download reports, if requested DAC can deliver copies of the final self-evaluation and transition plan to the City in PDF and Microsoft Excel, as well as KML and ESRI Shapefiles for available exterior reports. If the City chooses not to use DACTrak, all data files and project maps and drawings associated with the self-evaluation report and transition plan will be provided to the City in a mutually agreed format. All data collected will be property of the City.

### **Detailed Approach for a Successful Project**

In addition to the previous scope of work summary, tasks will also include, but are not limited to the following:

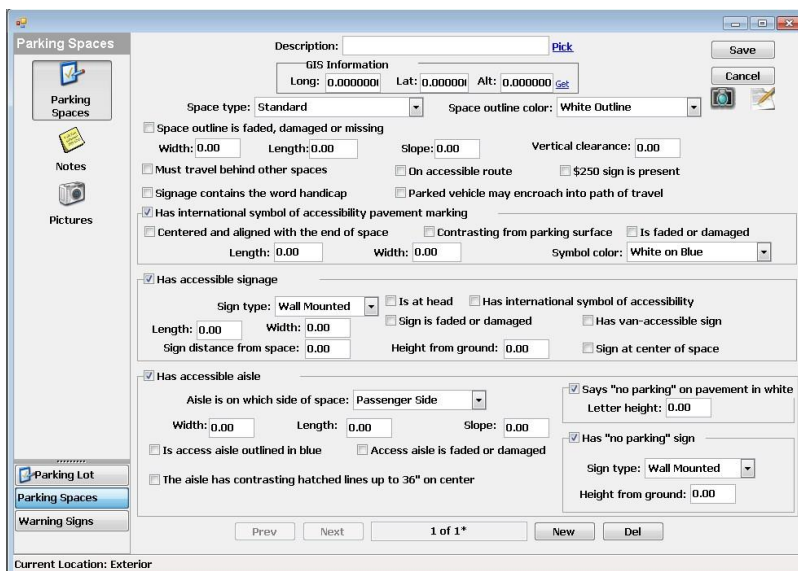
#### **Orientation/Project Meeting and Clarification of Project Scope and Schedule**

DAC will conduct an initial project kickoff meeting with selected City staff to clarify roles and lines of communication, refine project goals, review the overall project schedule, schedule surveys of City facilities, recreational areas and public rights-of-way and identify key City personnel related to the project scope. To ensure an efficient commencement of the project in order to meet the deadline requirements, the kickoff meeting may be held via teleconference. More specific activities will include:

- ☐ Information that is needed will be clarified at the initial orientation meeting. The initial meeting will also clarify proposed activities and provide a collaborative framework to discuss project strategies. The project methodology is generally designed to develop a comprehensive plan without placing additional activities and impact upon City staff.
- ☐ Barbara Thorpe will be designated as the project manager and will also serve as policy and program analyst. She will be the DAC contact for the project and serve as the point of contact for the City. The designated team members that will coordinate the inspection team during the facility reviews will be Michael Boga and Candice Pursch. The management approach will include coordination and assistance from DAC office staff under the direction of Jennie Grover, Director of Administrative Services, Tim Mahoney, General Manager and Candice Pursch, Director of Accessibility Services.
- ☐ Specific methodologies and data collection will be clarified. Timelines and benchmarks will be developed. Operational and procedural requirements will be reviewed, such as coordination of schedules, name tags, project dates and other relevant information. DAC staff members wear DAC uniform shirts and have DAC identification badges.
- ☐ The initial orientation meeting will include an assessment of any previous compliance activities and areas of current or potential litigation. The review of compliance activities and high priority areas will assist with the development of an overall project plan. The review and documentation of prior initiatives will also build a more defensible plan if the City is challenged by litigation.
- ☐ Project objectives will be clarified and elements that may be unique or of importance for the City will be discussed.
- ☐ Hours of operation, schedules and City activities by location will be discussed.

## Survey of Facilities, Parks and PROW, Compliance Assessment Reports and Software for Transition Plans

- ☐ DAC will conduct surveys of the interior and exterior areas of each City building, facility and recreational area identified in the RFP and confirmed at the kickoff meeting.
- ☐ DAC will begin the review and analysis of the field data collected for City's Pedestrian Connectivity Plan to determine if it may be used and integrated with updated Transition Plan.
- ☐ DAC will prepare reports identifying each physical element within the public areas of each of the City buildings, facilities, recreational areas and public right-of-way that is out of compliance with the ADA and related codes and regulations or otherwise hinders or prevents access to persons with disabilities.
- ☐ As required by the ADA, the 2010 ADA Standards will be compared with state codes and the standard that provides the greater level of accessibility utilized. As DAC collects actual measurements of as-is field conditions and records all information, data can be reprocessed if codes change without conducting a re-inspection, thus resulting in a significant savings when codes change, and the plan needs to be updated.
- ☐ DAC will provide the City with DACTrak online accessibility management software for City staff to generate reports in multiple styles and file formats. DACTrak reports will include, but may not be limited to the following:
  - Initial prioritizing of non-compliant findings relative to the level of impact to access.
  - Reference to code or codes defining the barrier to access.
  - Proposed solution(s) to eliminate the barrier.
  - Individual detailed cost estimate for each solution.
  - At least one digital photograph of each barrier to access.
  - Detailed location description, including GIS coordinates for available outdoor areas, to further identify the barrier when available.
- ☐ Assessments and reports will include a high degree of detail with photographs, code references, cost estimates and GIS information when applicable. The DACTrak software provides the user with the capability to generate reports in multiple formats such as progress reports, additional prioritizations, preset reporting features and other custom reports.
- ☐ The inclusion of photographs showing the as-is condition has proven to be valuable assistance to clients in the formulation of the decisions regarding barrier removal priorities. The DACTrak software provides an easy to use accessibility management platform that exceeds the ability to manage the plan by hard copies and binders. The assessment report of each facility will include cost estimates to correct deficiencies in accordance with the ADA or other applicable federal or state accessibility codes.



The screenshot shows the 'Parking Spaces' form in the DACTrak software. The form is divided into several sections for data entry:

- GIS Information:** Includes fields for Long (0.000000), Lat (0.000000), and Alt (0.000000).
- Space type:** A dropdown menu set to 'Standard'.
- Space outline color:** A dropdown menu set to 'White Outline'.
- Space details:** Includes checkboxes for 'Space outline is faded, damaged or missing', 'Must travel behind other spaces', 'Signage contains the word handicap', 'Has international symbol of accessibility pavement marking', 'Centered and aligned with the end of space', 'Has accessible signage', 'Aisle is on which side of space', 'Is access aisle outlined in blue', 'The aisle has contrasting hatched lines up to 36" on center', 'Contrasting from parking surface', 'Is faded or damaged', 'Symbol color: White on Blue', 'Sign type: Wall Mounted', 'Is at head', 'Has international symbol of accessibility', 'Sign is faded or damaged', 'Has van-accessible sign', 'Sign distance from space', 'Height from ground', 'Sign at center of space', 'Says "no parking" on pavement in white', 'Letter height: 0.00', 'Has "no parking" sign', 'Sign type: Wall Mounted', 'Height from ground: 0.00'.
- Buttons:** Includes 'Save', 'Cancel', 'Prev', 'Next', 'New', and 'Del'.
- Current Location:** Exterior

- ❑ Barriers are identified by building, floor or location and given a unique identifier record number to assist with navigation in the accessibility software and location of the finding and recommendation by area and site. Estimated applicable costs will be given by item and element in accordance with industry standards. Costs can be easily adjusted to adhere to any cost estimates the City may utilize.
- ❑ Physical access problems that require structural solutions will be documented in the compliance assessment reports that will be used to develop the transition plan. The proposed method for barrier removal will be provided. The transition plan will identify physical barriers that may limit accessibility of the City programs, services or activities for individuals with disabilities. The schedule for removal of barriers and appropriate timelines will be developed in consultation with the City.
- ❑ Identified barriers and obstacles will be prioritized as discussed in the Scope of Work. Use of the DACTrak software will provide the City with an additional tool to reprioritize items depending upon the unique and ongoing needs of the City and public comments during the public input process. Public and nonpublic areas will be identified, if requested. Employee only areas, for example, are usually given a lower priority for barrier removal.
- ❑ Detailed findings, inspection intake records and digital photos are recorded during the intake process. Findings are incorporated into the transition/barrier removal plans. Information collected during the survey process is preloaded by DAC into our DACTrak accessibility management software.
- ❑ Should the City and DAC elect to update public right-of-way surveys or inspect sidewalks not previously inspected as part of the Pedestrian Plan, the DAC surveys of the public rights-of-way may include, but would not be limited to:



### **Sidewalks**

- Width
- Cross slope
- Running slope
- Changes in elevation greater than 1/4 inch and changes in elevation that are not beveled up to 1/2 inch
- Any obstructions in the sidewalk that obstruct or narrow the path of travel such as protruding objects and items that narrow the required width
- Street furniture
- Collection of GIS location information and photographs

### **Signalized Intersections**

- Crosswalks
- Pedestrian ramps-curb ramps; width, slope, side flares, grooved borders, truncated domes, alignment with the crosswalk
- Accessible pedestrian signals
- Traffic stop bars

DAC uses a comprehensive approach to inspecting public rights-of-way. In order to conduct an assessment of all of the requirements in the PROW, DAC accessibility specialists walk each mile of sidewalk to record manual measurements and photographs of the field conditions and enter the information into our DACTrak tablet in the field. DAC has found that the use of automated equipment for running slopes on sidewalks, such as ultra-light profilers, do not provide an actual measurement, but only provide a chart showing ranges. In some cases, if a change in level is greater than 1/2 inch, no actual quantifiable information is reported of how much greater the severity. In order to get the actual measurements for the sidewalks, the use of a “profiler” does not provide the measurements needed for items such as vertical clearance and street furniture.



The on-site facility team leader conducts a quality assurance review and contacts the field inspector regarding any items in the report that may need further investigation. The on-site facility team leader completes any necessary edits and the final quality control editor is notified that the report is ready for the final edit.

Cost estimates are provided by DACTrak and then can be refined by DAC in collaboration with the City. If the City has utilized cost estimates for standard nonaccessible items or elements, then the City's costs can be entered into the DACTrak program.

As is the case with most public entities, due to the limited City staff availability it is the intent of DAC to conduct the surveys with as little burden on the City staff as possible.

DAC team members will conduct on-site inspections on our DACTrak tablets and export the on-site field conditions for processing by our servers the same day of the inspection while located in the City. Thus, the draft report is ready the same day or at the end of the inspection of the site. Cost estimates are then refined by Michael Boga, Senior Director of Accessibility Services, in collaboration with the City. If the City has utilized cost estimates for standard nonaccessible items or elements, then the City's costs can be entered into the DACTrak program.



The on-site facility team leader conducts a quality assurance review and contacts the field inspector regarding any items in the report that may need further investigation. The on-site facility team leader completes any necessary edits and the final quality control editor is notified that the report is ready for the final edit.

As is the case with most public entities, due to the limited City staff availability it is the intent of DAC to conduct the surveys with as little burden on the City staff as possible.

### **Summary of Deliverables**

The following list includes a summary of the anticipated deliverables required to complete the project:

1. The self-evaluation process recommendations including proposed procedures and forms.
2. Draft barrier assessment surveys for all City buildings, parks, open spaces, public rights-of-way (if needed), programs, services, communications and webpages subject to the requirements of the ADA. Reports will be provided through DACTrak or in hard-copy and electronic formats as requested and applicable.
3. Final barrier assessment surveys for all City buildings, parks, open spaces, public rights-of-way, programs, services, communications and webpages subject to the requirements of the ADA. Reports will be provided through DACTrak or in hard-copy and electronic formats as requested and applicable.
4. Draft access compliance assessment reports for all City buildings, parks, open spaces, public rights-of-way, programs, services, communications and webpages subject to the requirements of the ADA. Reports will be provided through DACTrak or in hard-copy and electronic formats as requested and applicable.
5. Final access compliance assessment reports for all City buildings, parks, open spaces, public rights-of-way, programs, services, communications and webpages subject to the requirements of the ADA. Reports will be provided through DACTrak or in hard-copy and electronic formats as requested and applicable.

6. Draft ADA self-evaluation and transition plan report submitted in hard copy and electronic formats as requested.
7. Final ADA self-evaluation and transition plan report submitted in hard copy and electronic formats as requested.
8. Assistance with public meeting agendas and minutes, as appropriate.
9. Draft transition plan provided through DACTrak, hard-copy and electronic formats such as PDF, Word and Excel as requested.
10. Final transition plan provided through DACTrak, hard-copy and electronic formats such as PDF, Word and Excel as requested.
11. DAC staff can attend at least one meeting, at the request of City staff, to present the City's ADA Self-evaluation and Transition Plan for review and acknowledgement.
12. It is not required or recommended that the Council adopt the transition plan as projected dates of completion may become problematic if they are not met. A transition plan is meant to be developed as a flexible plan, allowing for changes and adjustments over time to meet the ongoing needs of the City.
13. DAC will coordinate and arrange project management meetings with City staff as needed.

### **DACTrak - Innovative Tools, Strategies and Best Practices**

Based on experience and knowledge of the accessibility field and best practices, DAC continues to develop innovative methodologies, easy to use ADA management tools, and proven, successful strategies for evaluating programs, services, activities, events, facilities, parks and public rights-of-way. DACTrak was developed by DAC for the purpose of easy and useful importing and management of the accessibility data collected in the field. DACTrak is interactive online software and is not an enhanced excel spread sheet. The ability to collect, compile, analyze and use report data in a practical format was one of the driving forces to develop the DACTrak intake and management software.

Our DAC accessibility management software, DACTrak, provides our clients with a powerful management tool to document compliance, project costs, print custom reports and record progress. DACTrak is not an excel spreadsheet, but actual software that has been developed by our company to assist with the implementation and documentation of the City's ADA plan and provides photographs of as-is site conditions, which has proven to be valuable documentation. Findings and recommendations, in addition to other data are preloaded into the DACTrak software. As DAC owns and licenses the DACTrak software, we can make custom modifications for our clients.

The DACTrak program is accessed through a secure website that is compatible with all current major internet browsers. There is no software program file to download or install on the City's servers or computers in order to access and manage report data on DACTrak. All maintenance and updates to the DACTrak software are performed by DAC's in-house IT Team, therefore there is no burden on the City's IT staff to maintain or administer any software, programs or databases.

The data contained in the database shall be the property of the City when the ADA Transition Plan compilation is complete. DAC proposes that the City use DACTrak to facilitate ongoing monitoring and updating of the final transition plan. If the City chooses not to use the DACTrak online management software, DAC can provide reports to the City in a compatible format such as Excel and PDF.

### **Critical Items for Success**

The most critical step in performing a successful assessment project is planning. Verifying facility information, organizing access and confirming contact information prior to the onsite surveys commencing is vital to the success of the project.



Another issue that is critical is the consistency and accuracy of the data gathered during the survey phase. In order to ensure this, DAC has developed DACTrak, which supports accurate and complete data collection. Using the DACTrak software in the field, our surveyors collect data and measurements in a specific order to ensure that elements are not missed. The data and photographs that are collected in the field are processed by our servers against all applicable accessibility codes, which provides our clients with consistent and accurate reports. Since the data collected in the field is automatically uploaded to our processing servers, reports are available to our clients within a short turnaround time, following our multi-step editing and quality control process.

### Project Schedule of Activities

Based on experience with similar projects, it is estimated that the project completion time will be within 12 months.

Scope of Service –Activity or Task	Months											
	1	2	3	4	5	6	7	8	9	10	11	12
NTP provided, DAC kickoff meeting; survey methodologies, deliverables and schedule confirmation.												
Project planning, survey and activity scheduling, procedures review												
Review of City's Pedestrian Connectivity Plan data.												
Surveys of City buildings, recreational facilities and public rights-of-way (if needed)												
Opportunities for public input												
Review of policies and procedures; analysis of existing plan												
Draft self-evaluation of services, policies, programs and practices for City review												
Transition plan project database and accessibility reports prepared for City												
DACTrak software presented to City and logins created, training on use of DACTrak to implement the transition plan												
Second draft of self-evaluation deliverables presented												
Deliverables completed and provided to the City												

## **Innovative Tools, Strategies and Best Practices**

Based on experience and knowledge of the accessibility field and best practices, DAC continues to develop innovative methodologies, easy to use ADA management tools, and proven, successful strategies for evaluating programs, services, activities, events, facilities, parks and public rights-of-way. DACTrak was developed by DAC for the purpose of easy and useful importing and management of the accessibility data collected in the field. DACTrak is interactive online software and is not an enhanced excel spread sheet. The ability to collect, compile, analyze and use report data in a practical format was one of the driving forces to develop the DACTrak intake and management software.

### **3. Qualifications**

DAC's staff is highly qualified to provide the services requested by the City of Chula Vista. DAC has provided services to public and private entities for the past 25 years to assist them in enhancing their compliance with the ADA and related state accessibility codes. DAC staff have necessary CASp and ICC certifications, and have provided similar services to hundreds of public entities, including towns, cities, counties, school districts, universities and park districts. DAC has also developed DACTrak software, which allows for consistent and efficient data collection in the field and seamless processing of data into usable and manageable online reports. DAC proposes to use DACTrak software to provide the requested transition plan services to the City of Chula Vista.

As our founder, Barbara Thorpe, worked with a public entity for nineteen years as the ADA Coordinator, 504 Coordinator and Director of Planning and Compliance, she has extensive experience working with individuals with disabilities and organizations representing individuals with disabilities. In addition, she has collaborated with individuals with disabilities and organizations that represent individuals with disabilities in a facilitative manner that has benefited city governments during her work with other municipalities. Barbara and the DAC team members have demonstrated the ability to engage and interact with individuals and organizations to assist with the prioritization, long range planning and implementation of the ADA plan. Barbara would serve as the project manager. Our DAC accessibility management software, DACTrak, provides our clients with a powerful management tool to document compliance, project costs, print custom reports and record progress. DACTrak is not simply an excel spreadsheet, but actual software that has been developed by our company to assist with the implementation and documentation of the City's ADA plan and provides photographs of as-is site conditions, which has proved to be valuable documentation. Findings and recommendations, in addition to other data are preloaded into the DACTrak software. As DAC owns and licenses the DACTrak software, we can make custom modifications for our clients.



### **Professional Services Provided by DAC**

DAC provides a full continuum of professional services that include, but are not limited to:

- Facility inspections
- Self-evaluations for ADA and Section 504 of the Rehabilitation Act
- Certified Accessibility Specialist (CASp) Services
- Policy review and development
- Transition plans
- Public rights-of-way surveys
- Consultation
- Accessibility compliance intake and management software – DACTrak
- DACTrak training to conduct your own inspections
- Expert witness services
- Plan reviews

- ADA Plan implementation assistance and consultation
- Outdoor developed and recreational areas (pools, parks, trails, camping areas)
- NPSI playground safety inspections
- ADA playground inspections

DAC utilizes the appropriate standard(s) for the inspection that may include, but is not limited to:

- ADA 2010 Standards
- California Building Code
- ADA-ABA
- UFAS
- ANSI
- Section 504 of the Rehabilitation Act
- Outdoor developed and recreational standards
- National Playground Safety Institute (NPSI) standards
- PROWAG – Federal Public Rights-of-way Guidelines
- Manual on Uniform Traffic Control Devices (MUTCD)

DAC has been assisting several Joint Power Authorities throughout the State of California since 2000 and currently provides updates, consultation, plan reviews and expert witness services. DAC has worked with public entities of all sizes, from a single site to more than 500 sites and over 700 miles of sidewalks and curb ramps.

DAC has provided training to hundreds of public entities and is also the selected consultant of the California Joint Powers Insurance Authority (CJPIA) to provide regular training sessions to their members. DAC has also recently provided training to the California Association of Joint Powers Authorities (CAJPA) regarding requirements for compliant websites. In addition to CJPIA members, DAC has provided customized individual training regarding ADA requirements for facilities, public right-of-way, policies, special events, grievances and other related Title II topics.

DAC has provided training courses to many public entities with customized curriculums depending on the department or staff receiving the training, including:

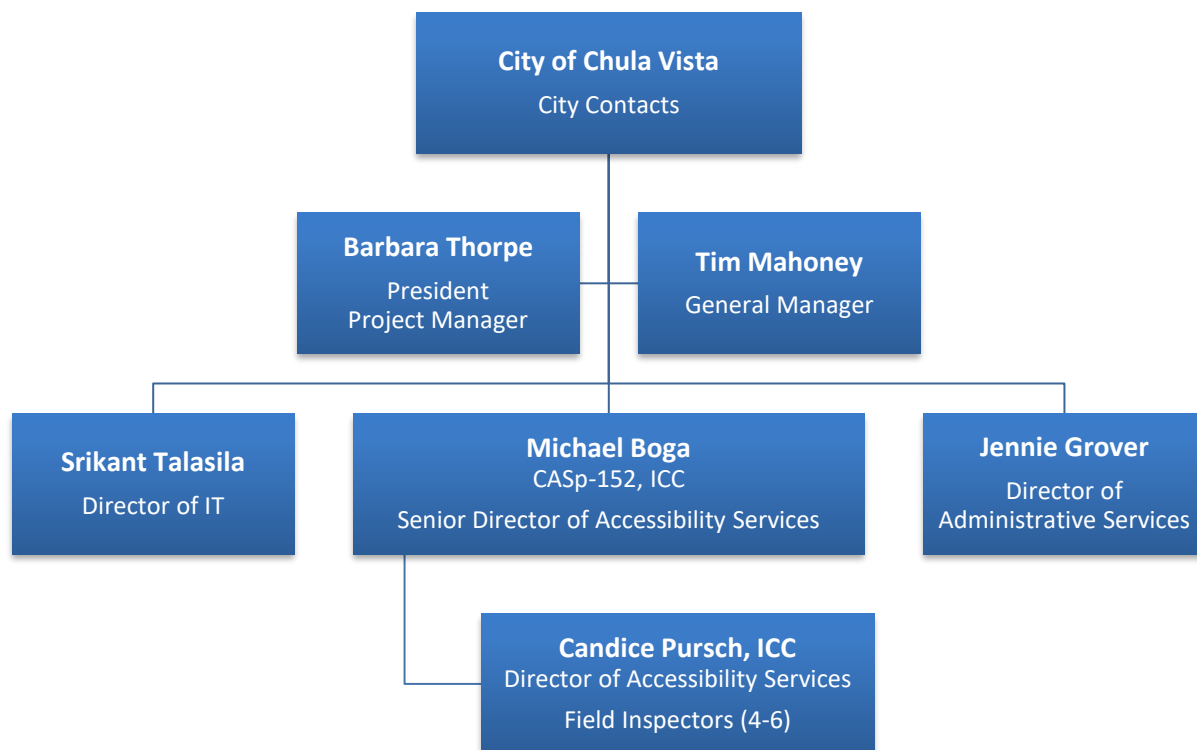
- a. Roles and Responsibilities of the ADA Coordinator
- b. ADA Roles and Responsibilities for Front Line Staff
- c. ADA Roles and Responsibilities for Executive and Management Staff
- d. Maintenance of Accessible Facilities
- e. Maintenance of Accessible Public Rights-of-Way

Members of the DAC team have also served as expert witnesses to assist public entities to defend their current practices and ADA plan. DAC has only served on the side to assist public entities to defend their practices and plan and has never assisted with litigation against a public entity.

Our mission statement and philosophy embrace the enhancement and assistance to our clients to build an ADA accessibility plan while documenting previous and current compliance methods.

## Project Team

DAC has experienced team members who have worked with public entities for successful and on time completion of numerous projects. Necessary staff members have ICC, NPSI, and CASp certification. A CASp certified Team Leader will be involved with the project and field evaluations. The project team is organized to provide a representation of skills needed to accomplish the project objectives. In addition, teams that have worked together previously will be assigned to the City of Chula Vista project. The following are descriptions of key team members' qualifications and their assigned roles. DAC does not use subcontractors.



**Barbara Thorpe, M.Ed., LOT**  
***DAC President and Project Manager***

As DAC Project Manager, Barbara will coordinate activities and schedules and report to the City's Project Manager or designee. Barbara will serve in the leadership role regarding the ADA self-evaluation of programs, services, activities and events along with the review of policies and procedures. The public input process will be coordinated by Barbara in collaboration with the City. Barbara brings 19 years of experience in public entity administration prior to founding DAC in 1998. With an additional 25 years of experience with DAC working with school district's, along with city, town and county governments nationally, Barbara provides unparalleled understanding of the application of the Americans with Disabilities Act and related legislation for accessibility compliance.

In addition to assisting public entities with compliance with the ADA, Barbara has conducted compliance reviews for the California Department of Transportation (Caltrans) and the Department of the Interior to audit for compliance with the ADA, Section 504 of the Rehabilitation Act and related civil rights laws and regulations. Barbara has served as an expert witness for the Department of Justice, Office of the Attorney General. Additionally, Barbara is a licensed occupational therapist. Barbara served on the Division of State Architect Advisory Board and served as the vice-chair for the DSA Access Compliance Committee. Barbara has successfully spearheaded and completed over 400 public entity self-evaluation and transition plan projects that are similar the City of Chula Vista's project.

**Michael Boga, B.A. Education, California Certified Access Specialist (CASp #152), ICC**  
***Accessibility, Usability and Plans Examiner***  
***Senior Director of Accessibility Services and Quality Control***

As manager of the production and the field survey teams, Michael brings a unique blend of experience in the building industry along with his understanding of individuals with disabilities to the accessibility team. Michael is a certified accessibility specialist through the International Conference of Building Officials (ICC), certified in Accessibility, Usability and Plans examination and is a California Certified CASp inspector (# 152). Michael has completed the updated DSA courses regarding the California Building Code. Michael has provided numerous staff development sessions to public entities regarding accessibility requirements for facilities, parks and public rights-of-way. If requested, Michael would

provide training, assist with plan reviews and review new construction and renovations completed for compliance. Michael has worked on over 400 projects that are similar to the City of Chula Vista's ADA Self-evaluation and Transition Plan project.



**Tim Mahoney, B.S.**  
***General Manager***

Tim brings twenty-eight years of executive management experience in consulting, IT, manufacturing and the construction industries. Additionally, Tim has provided program development and management for members of professional associations for twenty years. Tim has also assisted in the design and construction of hundreds of ADA, CPSC and ASTM compliant outdoor recreation areas. As General Manager of DAC, Tim conducts quality assurance project management reviews and helps ensure contract fulfillment. Tim also provides ADA and Section 504 compliance consultation services for public entities, and staff training and development activities for public entities, businesses, and associations.

**Candice Pursch, A.S. Building Inspection Technology, ICC Accessibility, Usability and Plans Examiner, Accessibility Trainer**  
***Director of Accessibility Services***

Candice's 18 years of experience with DAC includes accessibility surveys of thousands of public facilities while employed by DAC as an accessibility specialist. Her educational background includes a degree in Building Inspection Technology from Butte College and coursework in Architectural Project Management at California State University with emphasis on construction plans and specifications, construction materials and systems, building codes, construction graphics and architectural design. Candice has completed the updated DSA courses regarding the California Building Code that include CBC Amendments, Plan Review, Accessible Public Housing Regulations, Transient Lodging, Housing and Social Service Enter Establishments. Candice also has International Code Council (ICC) Certification for Accessibility, Usability and Plans Examiner. Candice is a Certified Combination Building Inspector. As a volunteer for Habitat for Humanity, Candice volunteers to help build residential homes. Candice provides oversight of accessibility specialists and performs quality control checks.



## **Srikant Talasila, M.S. Computer and Internet Applications**

### ***Director, Information Technology***

Srikant has worked in DAC's IT Department for the past 15 years and has a total of 20 years in the field of Information Technology, holding a master's degree in Computer Science. Srikant is very proficient in numerous software technologies, including but not limited to all modules of .Net, Java, SQL Server and Oracle. Srikant is also a Microsoft Certified Azure Solutions Architect Expert. Srikant oversees DAC's entire IT department, including infrastructure and applications, as well as managing and overseeing all stages of the development lifecycle for new software. In addition to maintaining existing software, Srikant also ensures that all necessary software updates and version enhancements are completed. Srikant also oversees the maintenance of all hardware and verifies that all reported IT related issues are resolved quickly and efficiently.

## **Jennie Grover, B.A. Corporate Communications**

### ***Director of Administrative Services***

Jennie has worked in administration for DAC for the past 15 years. Jennie draws on her experience in technical writing to provide leadership and management of the production and technical writing team, organizing the completion of technical reports, as well as managing production schedules, staff and timelines. Jennie also organizes the process and procedure for providing opportunities for public input, as well as collecting and compiling the information received into the self-evaluation and transition plan. Jennie also provides training and help desk support for DACTrak users.

## **In-House Abilities and Experience of the Team**

All staff are direct employees of DAC and represent a strong in-house team that has worked together on the majority of our projects. Due to our in-house capabilities, DAC does not have a need to subcontract with other companies or individuals. Having all team members for the project under one roof provides for clearer communication and accountability within the DAC team and with the City.

## **Background Checks**

All employees of Disability Access Consultants, LLC have background checks from the FBI and DOJ on file with DAC. We have conducted studies for school districts, state and local governments, the Federal Government, Judicial Chambers and Correctional Institutions that require background checks.

## **4. References**

### **Client References**

The following are a few recently completed references for scopes of work similar to the City of Chula Vista that include city and county governments. Numerous other references are available. All DAC staff proposed to provide services to the City of Chula Vista have worked on all projects listed in their assigned roles.

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#### **City of Manhattan Beach**

Tim Birthisel, Sr. Civil Engineer

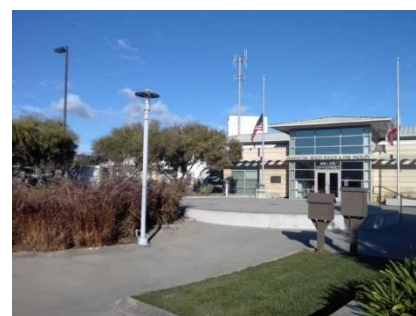
1400 Highland Avenue

Manhattan Beach, CA 90266

Phone: (310) 802-5368

Email: [tbirthisel@manhattanbeach.gov](mailto:tbirthisel@manhattanbeach.gov)

**Project Description** DAC performed a phased ADA self-evaluation and transition plan for City facilities, parks and public right-of-way, as well as a review of policies, procedures, programs and services. DAC provided a review of the City's website for accessibility and assisted the City to complete an opportunity for public input. DAC is currently providing on-call compliance consulting. The City is using DACTrak online accessibility management software to implement the City's transition plan.



Project Start Date: September 2018      Project End Date: current, on-going consultation

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### City of Fullerton

Jose Medina, Associate Engineer I Public Works  
 Project Design & Construction Division  
 303 W Commonwealth Ave  
 Fullerton CA 92832  
 (Phone) 714-738- 6863  
 Email: [joseme@ci.fullerton.ca.us](mailto:joseme@ci.fullerton.ca.us)



DAC is performing a phased ADA self-evaluation and transition plan for City facilities, parks and public right-of-way, as well as a review of policies, procedures, programs and services. DAC provided a review of the City's website for accessibility and assisted the City to complete an opportunity for public input. The City is using DACTrak online accessibility management software to implement the City's transition plan. DAC also assisting City with a Department of Justice (DOJ) Audit.

Project Start Date: October 2019      Project End Date: current, on-going consultation

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### City of San Juan Capistrano

Sam Penrod, HR and Risk Manager  
 32400 Paseo Adelanto  
 San Juan Capistrano, CA 92576  
 Phone: (949) 234-4565  
 Email: [spenrod@sanjuancapistrano.org](mailto:spenrod@sanjuancapistrano.org)



DAC performed a phased ADA self-evaluation and transition plan for City buildings, facilities and parks, as well as a review of policies, programs, services and procedures. DAC provided assistance with the opportunity for public input and consultation for Caltrans audit response. DAC continues to provide ongoing consultation regarding litigation, expert witness services and accessibility plan reviews.

Project Start Date: August 2018      Project End Date: May 2021, on-going consultation

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### City of Fountain Valley

Temo Galvez, Deputy Director  
 Public Works/City Engineer  
 10200 Slater Avenue  
 Fountain Valley CA 92708  
 Phone: (714) 593-4433  
[Temo.galvez@fountainvalley.org](mailto:Temo.galvez@fountainvalley.org)

Project name: ADA Self-evaluation and Transition Plan and contract for Multi-year accessibility consulting

- DAC conducted an ADA self-evaluation and transition plan for City buildings, facilities, and parks
- DAC trained City staff to collect field data for public rights-of-way using the DACTrak intake software
- DAC is assisting the City with consultation regarding accessibility and compliance
- DAC assisted the City to conduct an opportunity for public input and also conducted a self-evaluation of services, policies, programs and practices.

Start Date: 2009      Completion Date: On-going consultation and plan review



## City of Carlsbad

Ed Garbo  
Risk Manager  
1635 Faraday Avenue  
Carlsbad, CA 92008  
Phone: (760) 602-2471  
[Ed.garbo@carlsbadca.gov](mailto:Ed.garbo@carlsbadca.gov)

Project name: ADA Self-Evaluation and Transition Plan

- DAC conducted an ADA self-evaluation and transition plan for City buildings, facilities, and parks.
- DAC has also assisted the City to successfully prepare and respond to a Caltrans audit.
- DAC also assisted the City to perform a self-evaluation of services, policies, programs and practices.
- DAC is providing ongoing, as needed additional consultation such as plans review.
- The City is currently using DACTrak to implement their transition plan.



## City of Livermore

Julie Chiu, Community Development, Engineering Division  
1052 S Livermore Avenue  
Livermore, CA 94550  
Phone: (408) 500-5479

Project name: ADA Self-Evaluation and Transition Plan

- DAC completed an ADA self-evaluation and transition plan for City buildings, parks and 620 linear miles of public rights-of-way.
- DAC assisted the City to complete their public input process
- DAC conducted the ADA self-evaluation of programs, services and activities to determine if any may be considered discriminatory for individuals with disabilities and has provide the City with an Executive Summary detailing the results and recommendations.
- The City is currently using DACTrak to implement their transition plan.



Start Date: July 2020 Completion Date: Current project

DAC has been assisting several Joint Power Authorities throughout the State of California since 2000 and currently provides updates, consultation, plan reviews and expert witness services. DAC has worked with public entities of all sizes, from one site to 506 sites.

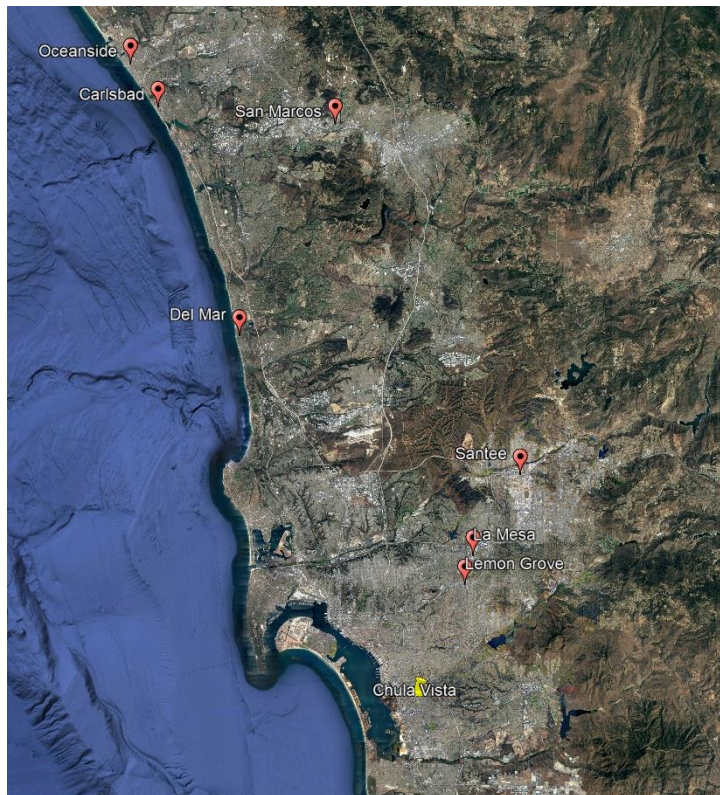
Other public entities for which DAC has provided similar services include Fair Oaks Recreation and Park District, Padre Dam Water District, Hayward Parks and Recreation, 15 California Fairs, 160 California public school districts, and several large Joint Power Authorities and insurance carriers for groups of public entities.

Members of the DAC team have also served as expert witnesses to assist public entities to defend their current practices and ADA plan. DAC has only served on the side to assist public entities to defend their practices and plan and has never assisted with litigation against a public entity. Our mission statement and philosophy embrace the enhancement and assistance to our clients to build an ADA accessibility plan while documenting previous and current compliance methods.

A list of select public entity clients for whom DAC has provided ADA self-evaluation and transition plan services is included in our proposal.

A map that depicts the locations of DAC public entity clients near to the City of Chula Vista is shown to the right.

DAC's staff is highly qualified to provide the services requested by Chula Vista. DAC has provided services to public and private entities for the past 25 years to assist them in enhancing their compliance with the ADA and related state accessibility codes. DAC staff have CASp and ICC certifications, and have provided similar services to hundreds of public entities, including cities, counties, school districts, universities and park districts. DAC has also developed DACTrak software, which allows for consistent and efficient data collection in the field and seamless processing of data into usable and management online reports. DAC proposes to use DACTrak software to provide the requested transition plan services to the City of Chula Vista.



Our firm stands out in the public entity arena due to proven performance in a wide range of services, from programmatic and policy reviews, facility inspections, transition plans, consultation, plan reviews and expert witness services. We excel at providing a comprehensive assessment of our clients' current conditions and status by preparing a study of all areas related to accessibility in different departments to document ongoing compliance.

Our DAC accessibility management software, DACTrak, provides our clients with a powerful management tool to document compliance, project costs, print custom reports and record progress. DACTrak is not an excel spreadsheet, but actual software that has been developed by our company to assist with the implementation and documentation of the City's ADA plan and provides photographs of as-is site conditions, which has proved to be valuable documentation. Findings and recommendations, in addition to other data are preloaded into the DACTrak software. As DAC owns and licenses the DACTrak software, we can make custom modifications for our clients.



DAC has a reputation for being responsive to the client's needs, providing on-time project completion within budgets. DAC has a proven track record for comprehensive experience in conducting ADA self-evaluations and transition plans, implementation and related services.

### **DAC Public Entity Client List**

The DAC team members proposed for the City of Chula Vista project have worked together on numerous similar projects. Select examples of recent and current public entity projects are presented in the following list.

- City of Agoura Hills
- City of Anaheim
- City of Azusa
- City of Avalon
- City of Bakersfield
- City of Banning
- City of Barstow
- City of Bell Gardens
- City of Benicia
- City of Berkeley

- City of Biddeford
- City of Bishop
- City of Buena Park
- City of Carlsbad
- City of Carpinteria
- City of Carson
- City of Cathedral City
- City of Claremont
- City of Clovis
- City of Cudahy
- City of Cypress
- City of Davenport
- City of Del Mar
- City of Desert Hot Springs
- City of Downey
- City of Duarte
- City of Dublin
- City of East Palo Alto
- City of El Centro
- City of Elk Grove
- City of Fairfield
- City of Fillmore
- City of Forest Grove
- City of Foster City
- City of Fountain Valley
- City of Fremont
- City of Fullerton
- City of Glendale
- City of Grass Valley
- City of Gresham
- City of Grover Beach
- City of Goleta
- City of Half Moon Bay
- City of Hemet
- City of Huntington Beach
- City of Indian Wells
- City of Indio
- City of Jurupa Valley
- City of King City
- City of La Canada Flintridge
- City of La Mesa
- City of La Mirada
- City of La Palma
- City of La Puente
- City of La Quinta
- City of Laguna Niguel
- City of Laguna Woods
- City of Lake Elsinore
- City of Lakeland
- City of Lakewood
- City of Lawndale
- City of Lemon Grove
- City of Lincoln City
- City of Livermore
- City of Loma Linda
- City of Lomita
- City of Los Alamitos
- City of Manhattan Beach
- City of Manteca
- City of Menifee
- City of Michigan City
- City of Milford
- City of Milpitas
- City of Modesto
- City of Monrovia
- City of Monterey Park
- City of Moorpark
- City of Moreno Valley
- City of Morro Bay
- City of Murrieta
- City of Newport Beach
- City of Norwalk
- City of Oakdale
- City of Oceanside
- City of Ojai
- City of Oroville
- City of Pacific Grove
- City of Palm Desert
- City of Palm Springs
- City of Palo Alto
- City of Palos Verdes Estates
- City of Paramount
- City of Paso Robles
- City of Piedmont
- City of Pismo Beach
- City of Poway
- City of Rancho Palos Verdes
- City of Red Bluff
- City of Redondo Beach
- City of Redwood City
- City of Rolling Hills
- City of Rolling Hills Estates
- City of San Clemente
- City of San Dimas
- City of San Gabriel
- City of San Jose
- City of San Juan Capistrano
- City of San Luis Obispo
- City of San Marcos
- City of San Mateo
- City of Santa Monica
- City of Santa Fe Springs
- City of Santa Paula
- City of Santee





- City of Sarasota
- City of Saratoga
- City of Seaside
- City of Shafter
- City of Sierra Madre
- City of Signal Hill
- City of South El Monte
- City of Stanton
- City of Suisun City
- City of Temple City
- City of Tustin
- City of Vallejo
- City of Victorville
- City of Walnut
- City of Wasco
- City of Waterford
- City of West Sacramento
- City of Willows
- Butte County Association of Governments
- County of Butte
- County of Calaveras
- County of Glenn
- County of Inyo
- County of Kern
- County of Marin
- County of Nevada
- County of Okaloosa
- County of Placer
- County of Riverside
- County of San Luis Obispo
- County of San Mateo
- County of Santa Clara
- County of Shasta
- County of Solano
- County of Tehama
- County of York
- Cordova Recreation and Parks District
- Desert Recreation District

- Fair Oaks Recreation and Park District
- Fulton El Camino Recreation and Park District
- Johnson County Park and Recreation District
- Orangevale Recreation and Park District
- Mount Shasta Recreation and Park District
- North Highlands Recreation and Park District
- North of the River Recreation and Park District
- Pleasant Hill Recreation and Park District
- Pleasant Valley Recreation and Park District
- Valley-Wide Recreation and Park District
- Town of Apple Valley
- Town of Blacksburg
- Town of Edgartown
- Town of Exeter
- Town of Leesburg
- Town of Los Gatos
- Town of Mammoth Lakes
- Town of Mooresville
- Town of Northborough
- Town of Oak Bluffs
- Town of Palmer
- Town of Paradise
- Town of Scituate
- Town of Tisbury
- Town of Truro
- Town of West Tisbury
- Town of Westborough
- Ventura Port District
- Village of Niles



## 5. Fee Proposal

	<b>FEE SCHEDULE- DISABILITY ACCESS CONSULTANTS LLC</b> City of Chula Vista, CA Americans with Disabilities Act Self-Evaluation and Transition Plan Update <b>RFP P18-2023</b>							
	STAFF POSITIONS AND BILLING RATES							
TASKS	Project Manager	CASp	General Manager	Director of Admin Services	Director of Accessibility Services	Accessibility Specialists	IT Director	Cost
	\$120	\$120	\$100	\$100	\$100	\$85	\$0	(\$)
<b>Project Management and Coordination</b>								
Develop master list of City programs, services activities, accessibility policies and practices	8		4	12				\$ 2,560
Review existing and previous City plans, reports and programs.	12	10		12				\$ 3,840
Confirm and administer barrier assessments surveys of city facilities, parks and PROW	8	12		8	12		8	\$ 4,400
Evaluate effectiveness and compliance of existing ADA program services and provide recommendations	8	8		12				\$ 3,120
Summarize the data and findings in the Self Evaluation and ADA Transition Plan	8		4	12			4	\$ 2,560
<b>Subtotal Task 1</b>	<b>44</b>	<b>30</b>	<b>8</b>	<b>56</b>	<b>12</b>	<b>0</b>	<b>12</b>	<b>\$ 16,480</b>
<b>Conduct Comprehensive Facility Surveys</b>								
29 Buildings, 6 Parking Lots and 1 Parking Structure	24	60	8	40	260	1400	8	\$ 159,880
61 Parks & Open Spaces	24	40	4	36	100	900		\$ 98,180
Evaluation of City's Pedestrian Connectivity Plan and Accessibility Survey Data	20	8	4	12	20			\$ 6,960
<b>PROW and sidewalk inspections: If requested or necessary, will be completed @ \$600/linear mile of sidewalk.</b>								
Opportunities for public input and public outreach	12			24				\$ 3,840
City Programs and Services	16			24				\$ 4,320
City Communication and Webpages	16			24				\$ 4,320
<b>Subtotal Task 2</b>	<b>112</b>	<b>108</b>	<b>16</b>	<b>160</b>	<b>380</b>	<b>2300</b>	<b>8</b>	<b>\$ 277,500</b>
<b>Comprehensive ADA Self-Evaluation and Transition Plan</b>								
Assist City to develop a comprehensive ADA Self-Evaluation and Transition Plan	36	8	12	36	12			\$ 11,280
Present Plan to City Staff	8		2	8				\$ 1,960
Finalize Plan and present to City Council	4		2	4				\$ 1,080
<b>Subtotal Task 3</b>	<b>48</b>	<b>8</b>	<b>16</b>	<b>48</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>\$ 11,280</b>
<b>TOTALS</b>	<b>204</b>	<b>146</b>	<b>40</b>	<b>264</b>	<b>404</b>	<b>2300</b>	<b>20</b>	<b>\$ 305,260</b>
<b>NOTE(S):</b>								
*DAC and City will collaborate if updated or additional sidewalk and PROW inspections would be necessary following the review of the City's Pedestrian Connectivity Plan.								
**All expenses are included, including reimbursable expenses. The cost of the project is a "total cost" proposal								

## Other Information Relevant to Proposal

### Sample DACTrak Screen Shots and Information

In addition to the photographs included with our references, we are also providing additional sample screen shots generated from the DACTrak Accessibility Management online software program prepared for several public entity clients.

The screenshot shows the DACTrak web application interface. At the top, there is a navigation bar with "Reports" and "Tools" buttons. Below this, there are two dropdown menus: "Clients:" set to "City of Downey" and "Projects:" set to "Facilities and Parks". The main content area displays a list of facilities with their names and addresses.

Facility Name	Address
Apollo Park	12544 Rives Avenue, Downey, CA 90242
Barbara J Riley Community Center	7810 Quill Drive, Downey, CA 90240
Brookshire Childrens Park	12520 Brookshire Avenue, Downey, CA 90240
Chamber of Commerce	11131 Brookshire Avenue, Downey, CA 90240
City Hall	11111 Brookshire Avenue, Downey, CA 90240
Crawford Park	7000 Dinwiddie Street, Downey, CA 90240
Dennis The Menace Park	9125 Arrington Avenue, Downey, CA 90240
Discovery Sports Complex Park	12400 Columbia Way, Downey, CA 90242
Downey Civic Theatre	8435 Firestone Boulevard, Downey, CA 90240
Furman Park	10419 Rives Avenue, Downey, CA 90241
Gary P. McCaughan Gymnasium	12544 Reves Avenue, Downey, CA 90242

Upon logging in to the secure DACTrak website, you are able to choose the facility you would like to view and manage. This screen shot is an example of a facility list for a recent public entity transition plan project.

This screenshot shows the same DACTrak web application interface as the previous one, but with the "Reports" dropdown menu open. The menu lists various report types that can be generated for the selected facility. The "GIS Heatmap" option is highlighted with a mouse cursor.

Facility Name	Address	Report Type
Apollo Park	12544 Rives Avenue, Downey, CA 90242	Excel Report
Barbara J Riley Community Center	7810 Quill Drive, Downey, CA 90240	Total Estimated Cost Report
Brookshire Childrens Park	12520 Brookshire Avenue, Downey, CA 90240	PDF Report
Chamber of Commerce	11131 Brookshire Avenue, Downey, CA 90240	KML Report
City Hall	11111 Brookshire Avenue, Downey, CA 90240	Shape File Report
Crawford Park	7000 Dinwiddie Street, Downey, CA 90240	Text Report
Dennis The Menace Park	9125 Arrington Avenue, Downey, CA 90240	Dual Photo Report
Discovery Sports Complex Park	12400 Columbia Way, Downey, CA 90242	Transition Plan Report
Downey Civic Theatre	8435 Firestone Boulevard, Downey, CA 90240	Map Overlay Report
Furman Park	10419 Rives Avenue, Downey, CA 90241	GIS Heatmap
Gary P. McCaughan Gymnasium	12544 Reves Avenue, Downey, CA 90242	Summary and Chart Report
Golden Park	8811 Brookshire Avenue, Downey, CA 90240	Compliance Detail Report
Independence Park	12111 Brookshire Avenue, Downey, CA 90240	Compliance Summary Report
Parking Structure	2nd Street, Downey, CA 90240	Intake Type Summary Report
Police Department	10111 Brookshire Avenue, Downey, CA 90240	Sidewalk Change in Elevation Report
Public Works Maintenance Yard	12111 Brookshire Avenue, Downey, CA 90240	Compliant Items Report
Public Works Utility Yard	9211 Brookshire Avenue, Downey, CA 90240	
Rio Hondo Golf Course	10111 Brookshire Avenue, Downey, CA 90240	

After choosing a facility, you are able to use Reports drop down menu to choose which report style to view. You may also choose to view multiple facilities in one report.

The Single Finding and Dual Finding Photo Reports may be exported to an Excel workbook for easy management of the transition plan data. The Excel workbook exports into a pre-formatted table with the filter function atop each data column. The report is a fully functioning Excel spreadsheet that may be sorted, filtered and manipulated by the user. The column for Picture identification numbers includes cells that are live links to the second tab of the workbook which contains report photos. Clicking the cell for a particular report finding will bring up the associated picture on the Photos tab.

The screenshot shows an Excel spreadsheet for 'Dennis Public Library - 5 Hall Street Dennis, MA 02538'. The table has columns: Record Number, Picture, Category, Location, Sub Location, Description, Sub Description, and Item. A red arrow points from the 'Picture' column cell containing '42408' to a photo on the 'Photos' tab. The photo shows a parking lot with a blue wheelchair symbol and a yellow curb.

Record Number	Picture	Category	Location	Sub Location	Description	Sub Description	Item
28264	42413	Parking	Exterior		Parking Lot	Center Accessible Space	Access Aisle Slope
28263	42413	Parking	Exterior		Parking Lot	Center Accessible Space	Van Accessible Signage
28262	42413	Parking	Exterior		Parking Lot	Center Accessible Space	Parking Space
28261	42413	Parking	Exterior		Parking Lot	Center Accessible Space	Parking Space Slope
28257	42411	Parking	Exterior		Parking Lot	Left Accessible Space	Access Aisle Slope
28255	42411	Parking	Exterior		Parking Lot	Left Accessible Space	Accessible Signage
28254	42411	Parking	Exterior		Parking Lot	Left Accessible Space	Parking Space Slope
28258	42408	Parking	Exterior		Parking Lot	Right Accessible Space	Parking Space Width
28259	42408	Parking	Exterior		Parking Lot	Right Accessible Space	Parking Space Slope
28260	42408	Parking	Exterior		Parking Lot	Right Accessible Space	Accessible Signage
28283	42296	Path of Travel	Exterior		Walkway from East Entrance to North Entrance	Change in Level	Change in Level
28248	42299	Path of Travel	Exterior		Walkway from Parking Lot to West Entrance	Step	Stairs or Steps Obstruction
28285	42302	Path of Travel	Exterior		Walkway from the Accessible Spaces to East Entrance	Exterior Walkway	Walking Surface Cross Slope
28286	42302	Path of Travel	Exterior		Walkway from the Accessible Spaces to East Entrance	Exterior Walkway	Opening

The screenshot shows an Excel spreadsheet for 'La Quinta Library - 78-275 Calle Tampicola Quinta, CA 92253'. The table has columns: Record Number, Picture, Category, Location, Sub Location, Description, Sub Description, and Item. A red circle highlights the 'Picture' column cell containing '11754', which is linked to a photo on the 'Photos' tab. The photo shows a door hardware mechanism.

Record Number	Picture	Category	Location	Sub Location	Description	Sub Description	Item
43632	11757	Doors	Interior		Bookstore	Lever	
43594	11750	Doors	Exterior		Chamber Of Commerce Entrance	Push Bar / D Handle	
43596	11754	Doors	Exterior		Door Between Library & Chamber Of Commerce	Push Bar / Lever	
43634	11756	Doors	Interior		Door To Garden	Push Bar / D Handle	
43635	11756	Doors	Interior		Door To Garden	Push Bar / D Handle	
43552	11542	Doors	Interior		Hallway Conference Room Door	Push Bar / Lever	
43551	11542	Doors	Interior		Hallway Conference Room Door	Push Bar / Lever	
43549	11549	Doors	Interior		Mens Restroom Near North Entrance	Push / Pull	
43479	11187	Doors	Exterior		North Entrance	Push Bar / D Handle	
43567	11543	Doors	Interior		Room 110	Lever	
43568	11543	Doors	Interior		Room 110	Lever	
43546	11546	Doors	Interior		Storytime Room	Push Bar / D Handle	
43547	11546	Doors	Interior		Storytime Room	Push Bar / D Handle	
43553	11548	Doors	Interior		Womens Restroom Near North Entrance	Push / Pull	
43588	11745	Doors	Interior		Young Adult Room	Lever	
43518	11480	Restrooms	Interior		Mens Restroom Near North Entrance	Lavatory	
43519	11480	Restrooms	Interior		Mens Restroom Near North Entrance	Lavatory	
43462	11168	Restrooms	Exterior		Outside Mens Restroom	Lavatory	



This screenshot is an example of a finding page in a Single Finding Photo Report. This type of report shows the user the finding, with accompanying recommendation to correct the non-compliant item, the associated photo, code reference(s), estimated cost to remove the barrier, and any progress that has been added to update the transition plan.

## City Hall

### Parking : Parking Space Length

#### Parking Lot Next To Police Department

##### Center Accessible Space

#### Finding

The accessible parking space does not meet the minimum requirement for length.

**On-Site Finding** 196.00 inches

#### Recommendation

Re-stripe the accessible parking space.

Recommendation At least 216.00 inches

#### Estimated Cost

Re-stripe existing parking space \$350



**Code Reference** CA 11B- 502.2

#### Progress

<b>Record Number</b>	410258	<b>Resolution</b>	Not_Set
<b>Progress</b>	Not_Started	<b>Priority</b>	Four
<b>Actual Date</b>		<b>Projected Date</b>	06/30/2022
<b>Actual Cost</b>	\$0.00	<b>Contractor</b>	
<b>Comments</b>	No Comments		
<b>Assignment</b>	Not.Set	<b>New Value</b>	0
<b>Designated Staff</b>			

## Reports Sort and Filter Panel

Users are able to customize the report that is generated by making selections in the drop down menus and choice fields.



Reports Tools

### Basic Photo Report

Please select the filter criteria and click "Generate Report" to view the Report.

Clients:	City of Downey	Projects:	Facilities and Parks
Facilities:	City Hall	Locations:	All Locations
Categories:	All Categories Accessible Showers Adaptable Dwelling Units Aisles	Priority:	All 1 2 3
Key Word:		Assignment:	All Category 1 Category 2 Category 3
Sort By:	<input checked="" type="radio"/> Priority <input type="radio"/> Category <input type="radio"/> Location <input type="radio"/> Description	Resolution:	All Corrected Not Corrected Not Applicable
Progress:	All Not Started In Progress Completed	Cost Responsibility:	All Landlord/Owner Tenant Both
Projected Date From:		Actual Date From:	
To:		To:	
Generate Report			

### Single Facility PDF Report Options

DACTrak offers users many different styles of reports to view in a PDF file which can be exported from DACTrak and saved offline for viewing, printing or emailing.

### PDF Report

Please select the filter criteria and click "Generate PDF" to download the Report.

Clients:	City of Downey	Projects:	Facilities and Parks
Facilities:	City Hall	Locations:	All Locations
Categories:	All Categories Accessible Showers Adaptable Dwelling Units Aisles	Priority:	All 1 2 3
Key Word:		Assignment:	All Category 1 Category 2 Category 3
Sort By:	<input checked="" type="radio"/> Priority <input type="radio"/> Category <input type="radio"/> Location <input type="radio"/> Description	Resolution:	All Corrected Not Corrected Not Applicable
Progress:	All Not Started In Progress Completed	Cost Responsibility:	All Landlord/Owner Tenant Both
Projected Date From:		Actual Date From:	
To:		To:	
Generate PDF			

☒ Include Costing Information In this Report

Please select a type of report from the list below and click on Generate PDF :

- ☒ Text Report
- ☐ Basic Photo Report
- ☐ Dual Photo Report
- ☐ Summary Report
- ☐ Transition Plan Report
- ☐ Total Unit Cost Report
- ☐ Corrected Items Report

### Multi Facility PDF Report Options

In addition to viewing reports for individual facilities, DACTrak offers users the ability to view findings for multiple facilities combined in as single PDF. Users choose which facilities to include from the selection list and are further able to customize the generated report by selecting filtering options.

#### Multi Facility PDF Report

Please select the filter criteria and click "Generate Report" to view the Report. Press and hold the "Ctrl" button to select multiple facilities.

Clients:	City of Downey	Projects:	Facilities and Parks
Facilities:	Apollo Park Barbara J Riley Community Center <b>Brookshire Childrens Park</b> Chamber of Commerce <b>City Hall</b> Crawford Park	Categories:	All Categories Accessible Showers Adaptable Dwelling Units Aisles Areas of Rescue Assistance Assembly Areas
Priority:	All 1 2 3	Assignment:	All Category 1 Category 2 Category 3
Progress:	All Not Started In Progress Completed	Resolution:	All Corrected Not Corrected Not Applicable
Projected Date From:		Actual Date From:	
Key Word:		Cost Responsibility:	All Landlord/Owner Tenant Both
File Type:	<input checked="" type="radio"/> Single <input type="radio"/> Individual(Zip File)		
Generate PDF			

☒ Include Costing Information in this Report

Please select a type of report from the list below and click on Generate PDF :

- ☒ Text Report  
☐ Dual Photo Report  
☐ Transition Plan Report  
☐ Basic Photo Report(Available for Individual File Type only. Generation of the Zip File may take a few minutes depending on the number and size of the facilities selected.)

### Single Facility Excel Report Options

DACTrak also contains options to export reports to an Excel format, which can be customized using the drop down menus and selection fields. The exported Excel report is a fully functioning workbook which can be further manipulated to suit the needs of the user.

#### Excel Report

Please select the filter criteria and click "Generate Excel" to download the Report.

Clients:	City of Downey	Projects:	Facilities and Parks
Facilities:	City Hall	Locations:	All Locations
Categories:	All Categories Accessible Showers Adaptable Dwelling Units Aisles	Priority:	All 1 2 3
Key Word:		Assignment:	All Category 1 Category 2 Category 3
Sort By:	<input checked="" type="radio"/> Priority <input type="radio"/> Category <input type="radio"/> Location <input type="radio"/> Description	Resolution:	All Corrected Not Corrected Not Applicable
Progress:	All Not Started In Progress Completed	Cost Responsibility:	All Landlord/Owner Tenant Both
Projected Date From:		Actual Date From:	
Generate Excel			

- ☐ Include Photos in this Report  
☒ Include Costing Information in this Report

### Multi Facility Excel Report Options

Excel reports may also be generated to contain findings for more than one facility by using the Multi Facility Report option in DACTrak. This report is able to be customized using the available filter fields. If the user requires a small file size for storage or emailing, the option is available to exclude photos in the generated report.

#### Multi Facility Excel Report

Please select the filter criteria and click "Generate Report" to view the Report. Press and hold the "Ctrl" button to select multiple facilities.

Clients:	City of Downey	Projects:	Facilities and Parks
Facilities:	<ul style="list-style-type: none"> <li>Apollo Park</li> <li>Barbara J Riley Community Center</li> <li>Brookshire Childrens Park</li> <li>Chamber of Commerce</li> <li>City Hall</li> <li>Crawford Park</li> </ul>	Categories:	<ul style="list-style-type: none"> <li>All Categories</li> <li>Accessible Showers</li> <li>Adaptable Dwelling Units</li> <li>Aisles</li> <li>Areas of Rescue Assistance</li> <li>Assembly Areas</li> </ul>
Priority:	<ul style="list-style-type: none"> <li>All</li> <li>1</li> <li>2</li> <li>3</li> </ul>	Assignment:	<ul style="list-style-type: none"> <li>All</li> <li>Category 1</li> <li>Category 2</li> <li>Category 3</li> </ul>
Progress:	<ul style="list-style-type: none"> <li>All</li> <li>Not Started</li> <li>In Progress</li> <li>Completed</li> </ul>	Resolution:	<ul style="list-style-type: none"> <li>All</li> <li>Corrected</li> <li>Not Corrected</li> <li>Not Applicable</li> </ul>
Projected Date From:		Actual Date From:	
Key Word:		Cost Responsibility:	<ul style="list-style-type: none"> <li>All</li> <li>Landlord/Owner</li> <li>Tenant</li> <li>Both</li> </ul>
File Type:	<input checked="" type="radio"/> Single <input type="radio"/> Individual(Zip File)	<input type="button" value="Generate Excel"/>	

☒ Include Photos in this Report

### Map Overlay Report

Aerial map reports of non-compliant findings can be viewed using the Map Overlay option in DACTrak. This report plots the locations of the findings on a user friendly interactive map. Unique icons are used to symbolize the different types of findings.

Clients:	City of Palm Springs	Projects:	Sidewalks
Facilities:	Alejo Road	Locations:	All Locations
Categories:	All Categories	Priority:	<ul style="list-style-type: none"> <li>None</li> <li>1</li> <li>2</li> <li>3</li> </ul>
Key Word:		Assignment:	<ul style="list-style-type: none"> <li>None</li> <li>Category 1</li> <li>Category 2</li> <li>Category 3</li> </ul>
Sort By:	<input checked="" type="radio"/> Priority <input type="radio"/> Category <input type="radio"/> Location <input type="radio"/> Entity	Resolution:	<ul style="list-style-type: none"> <li>None</li> <li>Corrected</li> <li>Not Corrected</li> <li>Not Applicable</li> </ul>
Progress:	<ul style="list-style-type: none"> <li>All</li> <li>Not Started</li> <li>In Progress</li> <li>Completed</li> </ul>	<input type="button" value="Generate Report"/>	

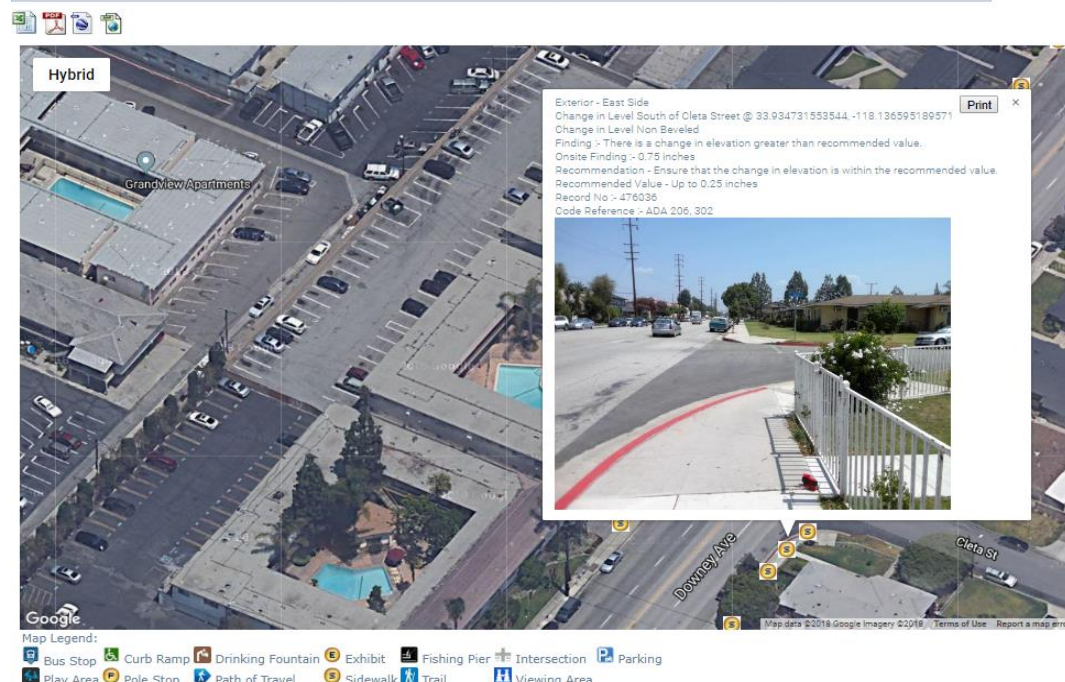




### Drilled Down View of Map Overlay Report

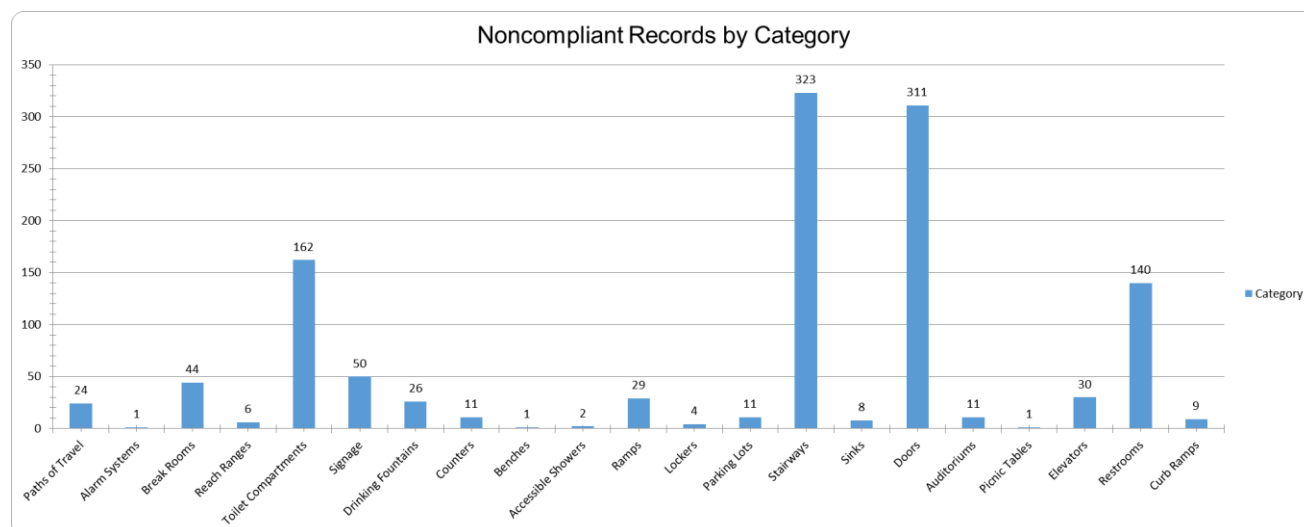
Each icon in the map overlay report is a clickable link that will expand to a pop up window identifying the finding. The individual finding information may also be printed from this feature.

Clients:	City of Downey	Projects:	Public Rights of Way
Facilities:	Downey Avenue - Stewart & Gray Road to Texas Street	Locations:	All Locations
Categories:	All Categories	Priority:	None
	Rooms		1
	Accessible Showers		2
	Adaptable Dwelling Units		3
Key Word:		Assignment:	None
Sort By:	Priority		Category 1
	Category		Category 2
	Location		Category 3
	Description		
Progress:	All	Resolution:	None
	Not Started		Corrected
	In Progress		Not Corrected
	Completed		Not Applicable
Projected Date From:		Actual Date From:	
To:		To:	
Generate Report			



### Summary and Chart Reports

DACTrak also includes options for summary and chart reports to be created for individual or multiple facilities. The example below is a column chart that summarizes the number of noncompliant records by category for a facility.



## Global Progress Editor

Many records are able to be managed and updated with identical information from one screen using the Global Progress Editor. Users choose the records to update and the information that they would like to apply to all chosen records. Once information is entered, the user needs only to click the "Submit" button once to update all chosen records.

### Global Progress Editor

Please select the filter criteria and click "Generate Report" to view the deficiencies you are able to edit.

Clients: **City of Downey** Projects: **Facilities and Parks**  
 Facilities: **City Hall** Locations: **All Locations**  
 Categories: **All Categories** Priority: **1** Assignment: **Category 1**  
                   **Accessible Showers**  
                   **Adaptable Dwelling Units**  
                   **Aisles**  
 Key Word:   
 Sort By: ☒ Priority ☐ Category ☐ Location ☐ Description  
 Progress: **All** Resolution: **Corrected** Cost Responsibility: **Landlord/Owner**  
                   **Not Started**                   **Not Corrected**                   **Tenant**  
                   **In Progress**                   **Not Applicable**                   **Both**  
                   **Completed**  
 Projected Date From:  To:  Actual Date From:  To:

Click the excel icon to export the document:

Record Number	Location	Element Description	Finding	On Site Finding	Deviation	Progress	Resolution	Priority	Projected Completion Date	Actual Completion Date	Cost Responsibility	Contractor	Designated Staff	Code Reference	Inspector Notes	Comments
<input type="checkbox"/> 323637	3rd Floor	Mens Restroom Next To Council Office - Shelf	The leading edge of the item protrudes into the circulation route greater than permitted.	8.00 inches	+4.00 inches	In Progress	Not Set	1	6/30/2018					ADA 307, 307.2, CA 11B-307.2	No Comments	
<input type="checkbox"/> 323683	2nd Floor	Mens Restroom Next To Credit Union - Shelf	The leading edge of the item protrudes into the circulation route greater than permitted.	8.25 inches	+4.25 inches	In Progress	Not Set	1	6/30/2018					ADA 307, 307.2, CA 11B-307.2	No Comments	
<input type="checkbox"/> 323638	3rd Floor	Womens Restroom Next To Information Technology - Shelf	The leading edge of the item protrudes into the circulation route greater than permitted.	8.00 inches	+4.00 inches	In Progress	Not Set	1	6/30/2018					ADA 307, 307.2, CA 11B-307.2	No Comments	
<input type="checkbox"/> 410243	1st Floor	1st Floor North Stairwell Entrance - Lever	The door opening force for pounds this door is greater than allowed.	11.00 pounds	+6.00 pounds	In Progress	Not Set	2	12/31/2018					ADA 404.2, CA 11B-404.2	No Comments	
<input type="checkbox"/> 410238	1st Floor	1st Floor West Stairwell Entrance - Lever	The door opening force for pounds this door is greater than allowed.	12.00 pounds	+7.00 pounds	In Progress	Not Set	2	12/31/2018					ADA 404.2, CA 11B-404.2	No Comments	

## Priority Manager

Priority Manager allows users to manage many records on one page, but individually update each record with unique information. Once all selections are made, the user clicks "Submit" to apply all updates.

### Priority Manager

Please select the filter criteria and click "Generate Report" to view the deficiencies you are able to edit.

Clients: **City of Downey** Projects: **Facilities and Parks**  
 Facilities: **City Hall** Locations: **All Locations**  
 Categories: **All Categories** Priority: **1** Assignment: **Category 1**  
                   **Accessible Showers**  
                   **Adaptable Dwelling Units**  
                   **Aisles**  
 Key Word:   
 Sort By: ☒ Priority ☐ Category ☐ Location ☐ Description  
 Progress: **All** Resolution: **Corrected** Cost Responsibility: **Landlord/Owner**  
                   **Not Started**                   **Not Corrected**                   **Tenant**  
                   **In Progress**                   **Not Applicable**                   **Both**  
                   **Completed**  
 Projected Date From:  To:  Actual Date From:  To:

Click the icon to export to excel :

Select deficiencies from the list below, enter new values, scroll to the bottom and hit Save. To erase a value, leave the field blank.

Record Number	Location	Element Description	Finding	On Site Finding	Deviation	Priority	Assignment	Progress	Resolution	Projected Completion Date	Actual Completion Date	Cost Responsibility	Contractor	Designated Staff	New Measurement	Code Reference	Inspector Notes
<input type="checkbox"/> 323637	3rd Floor	Mens Restroom Next To Council Office - Shelf	The leading edge of the item protrudes into the circulation route greater than permitted.	8.00 inches	+4.00 inches	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> Not Set	<input checked="" type="checkbox"/> In Progress	<input type="checkbox"/> Not Set	6/30/2018	<input type="text"/>	<input type="text"/> None	<input type="text"/>	<input type="text"/>	<input type="text"/> 0	ADA 307, 307.2, CA 11B-307.2	
<input type="checkbox"/> 323683	2nd Floor	Mens Restroom Next To Credit Union - Shelf	The leading edge of the item protrudes into the circulation route greater than permitted.	8.25 inches	+4.25 inches	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> Not Set	<input checked="" type="checkbox"/> In Progress	<input type="checkbox"/> Not Set	6/30/2018	<input type="text"/>	<input type="text"/> None	<input type="text"/>	<input type="text"/>	<input type="text"/> 0	ADA 307, 307.2, CA 11B-307.2	
<input type="checkbox"/> 323638	3rd Floor	Womens Restroom Next To Information Technology - Shelf	The leading edge of the item protrudes into the circulation route greater than permitted.	8.00 inches	+4.00 inches	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> Not Set	<input checked="" type="checkbox"/> In Progress	<input type="checkbox"/> Not Set	6/30/2018	<input type="text"/>	<input type="text"/> None	<input type="text"/>	<input type="text"/>	<input type="text"/> 0	ADA 307, 307.2, CA 11B-307.2	
<input type="checkbox"/> 410243	1st Floor	1st Floor North Stairwell Entrance - Lever	The door opening force for pounds this door is greater than allowed.	11.00 pounds	+6.00 pounds	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> Not Set	<input checked="" type="checkbox"/> In Progress	<input type="checkbox"/> Not Set	12/31/2018	<input type="text"/>	<input type="text"/> None	<input type="text"/>	<input type="text"/>	<input type="text"/> 0	ADA 404.2, CA 11B-404.2	

## Heat Map

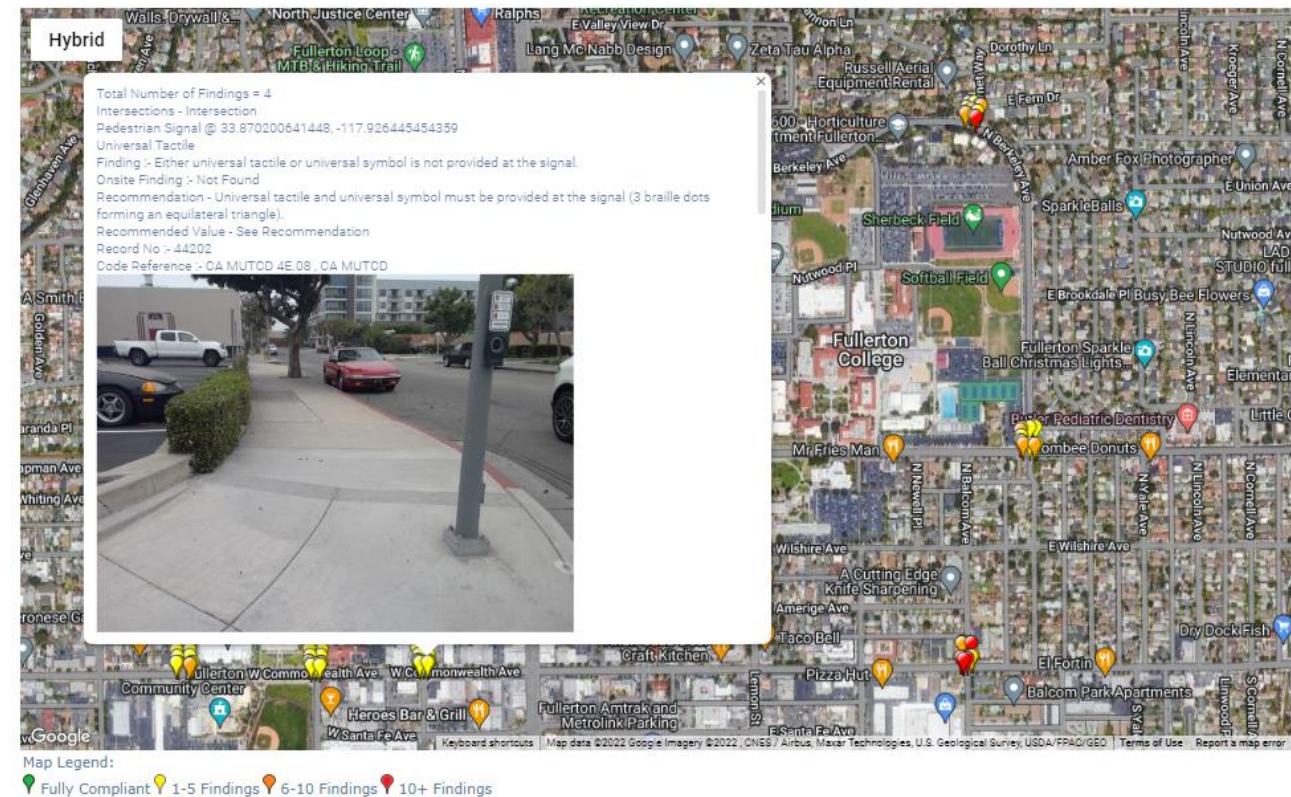
The DACTrak GIS Heatmap report displays colored icons representing the concentration of noncompliant findings for specific locations overlaid on a Google Map within the DACTrak map viewing area. Information about the noncompliant findings can be viewed by clicking on each colored icon to launch an interior window with the descriptions of the findings.

### Multi Facility Heatmap

Please select the filter criteria and click "Generate Report" to view the Report. Press and hold the "Ctrl" button to select multiple facilities.

Clients:	City of Fullerton	Projects:	Signalized Intersections
Facilities:	<ul style="list-style-type: none"> <li>Acacia Avenue &amp; Commonwealth Avenue</li> <li>Associated Road &amp; Rolling Hills Drive</li> <li>Bastanchury Road &amp; Associated Road</li> <li>Bastanchury Road &amp; Euclid Street</li> <li>Bastanchury Road &amp; Hartford Avenue</li> <li>Bastanchury Road &amp; Hughes Drive</li> </ul>	Categories:	<ul style="list-style-type: none"> <li>All Categories</li> <li>Assembly Areas</li> <li>Benches</li> <li>Bus Stops</li> <li>Curb Ramps</li> <li>Drinking Fountains</li> </ul>

Generate Map





## GENERAL CONDITIONS

The Purchasing Agent along with the Department Representatives will evaluate responses. The City reserves the right to reject any or all responses and to waive any irregularity or informality in any response to the extent permitted by law. All respondents are responsible for reading the attached specifications, terms and conditions, Performance Standards, General Conditions, and General Provisions, which are considered part of your bid and any contract awarded.

### Award

It is the City's intent to award this contract to a single contractor based on the primary services (as outlined on PlanetBids). However, the city retains the ability to utilize alternate contractor/s in the event the awarded contractor is unable to provide services in the time outlined by the city. The award will be made to the lowest, responsive and responsible bidder who, in the City's sole judgement, has the necessary experience, skill, business standing, equipment, staffing, and financial stability to properly maintain the City's bid. The extent to which the respondent proposes to subcontract work will also be a consideration in award.

This RFB does not commit the City to award a contract, to pay any costs incurred in the preparation of the proposal to this request, or to procure or contract for services or supplies. The City reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified source, or to cancel in part or entirely this RFB, if it is in the best interest of the City to do so. The City further reserves the right to waive any technicalities or minor irregularities in bids received. The City may require the selected respondent to participate in negotiations and to submit such price, technical or other revisions of their proposals as may result from negotiations. The City shall be the sole judge in determining award of contract.

### Local Business Consideration

According to the Chula Vista Municipal Code, Chapter 2.56.080, letter G, In accordance with Section 1011 of the Charter, in the event two or more bids are received which are for the same total amount or unit price and in all other respects are equal, the contract shall be awarded to a local respondent. In the event, however, that such tie bids are all from vendors either wholly inside or all outside of the city, then the contract shall be awarded by drawing lots in public. In evaluating bids for award, the City of Chula Vista considers the 1% sales tax allocated back to the City from vendors located in Chula Vista.

### Firm Prices

Prices shall remain firm for vehicles specifically listed for a minimum of ninety (90) days from the bid opening date.

### PUBLIC DISCLOSURE

All proposals submitted in response to this RFQ become the property of the City and public records, and as such may be subject to public review. Under the California Public Records Act (California Government Code Section 6250 et seq.) records in the custody of a public entity generally have to be disclosed unless the information being sought falls into one or more of the exemptions to disclosure set out in Government Code Sections 6254 through 6255.

A cover letter should be provided with the Request for Bid containing a paragraph that states whether or not Vendor believes that its proposal does or does not contain information that falls into one of the exemptions of Government Code Sections 6254 through 6255 and whether or not Vendor considers such information to be confidential.

In the absence of a declaration, the City may be obligated to disclose the proposal to any party that requests it. Regardless of assertions of confidentiality, proposal contents may still be disclosed if City, or a court with jurisdiction, determines that such proposal is a public record requiring disclosure.

### Payment Terms

**Terms:** 2 % 15 Days

Prompt payment discounts offered for less than fifteen (15) days will *not* be considered in evaluating bids for award. However, discounts offered of less than fifteen (15) days will be taken if payment is made by the City within the discount period. In the absence of terms, payment shall be Net Thirty (30) Days.

### Payment Method

The City's preferred payment method is J.P. Morgan's Single-Use Accounts (SUA) virtual card payment program **\*\***(see below for SUA benefits), or EFT/ACH. Please confirm whether your company accepts these forms of payment for invoices.

**SUA:** Yes ☐ **No** ☒ **EFT:** ☒ Yes ☐ No ☐

If SUA is *not* accepted, the City will make payments through Electronic Funds Transfer (EFT or ACH) and will need the information below: *\*DAC will provide account information upon award of agreement.*

Bank ABA # \_\_\_\_\_ Bank Account # \_\_\_\_\_  
 Bank Name \_\_\_\_\_  
 Bank Address \_\_\_\_\_  
 Checking or Savings Account \_\_\_\_\_

### **\*\* Benefits of SUA Virtual Card Payment Program**

There are many benefits when accepting SUA payment, including:

- accelerated payments that will help reduce days sales outstanding (DSO)
- a simplified process that eliminates the cost of processing checks
- the ability to reduce administration expenses, account collections and follow-ups
- upon your enrollment in our SUA program, we will convert your payment terms to Net 15 days

Enrolling in this initiative can help strengthen our business relationship, and we are strongly committed to achieving 100% participation from our valued suppliers.

### Public Agency Participation

Other public agencies (e.g. city, county, public corporation, political subdivision, school district, or water authority) may want to participate in any award as a result of this bid. The City of Chula Vista shall incur no financial responsibility in connection with any purchase by another public agency. The public agency shall accept sole responsibility for placing orders and making payments to the successful respondent. This option will *not* be considered in bid evaluation. Please indicate whether this will be granted.

Yes ☒ No ☐

### Business License

A Business License is required as outlined in the Chula Vista Municipal Code Section 5.02.020, which states: *It is unlawful for any person, or for any person as agent, clerk or employee, either for himself or for any other person, within the corporate limits of the City, to transact, engage in, or carry on any business, show, exhibition or game hereinafter specified without first having procured a license.*

  
 Signature

4/13/2023  
 Date

This page must be completed and returned with response.