

**REQUEST FOR QUALIFICATIONS
CONSULTING ENGINEERING SERVICES
FOR AMERICANS WITH DISABILITIES ACT COMPLIANCE
For
CITY OF EAST RIDGE, TN**

The City of East Ridge, TN is soliciting Letters of Interest and Requests for Qualifications (RFQ's) from experienced consulting engineering firms to provide an Americans with Disability Act (ADA) Self-Evaluation and Transition Plan for the City.

To receive a detailed RFQ, please contact Janet Middleton, City Recorder, at 423-867-7711 or jmiddleton@eastridgetn.gov. To be considered for this position, firms must submit proposals on or before 4:00 pm, EDT, April 27, 2018.

REQUEST FOR QUALIFICATIONS

CONSULTING ENGINEERING SERVICES FOR AMERICANS WITH DISABILITIES ACT COMPLIANCE DATE – April 27, 2018 @ 4 pm

Introduction

The City of East Ridge, Tennessee, an Equal Opportunity Employer, seeks to retain the services of a Professional Consultant Engineering Firm to provide an Americans with Disability Act (ADA) Self-Evaluation and Transition Plan for the City of East Ridge.

Questions should be addressed **VIA EMAIL Only** to:

Diane Qualls, ADA Coordinator at dqualls@eastridgetn.gov

Scope of Work

The basic requirement of the ADA is to ensure that individuals with disabilities are not excluded from programs, services and activities. In order to ensure this, the selected engineering firm must develop a Self-Evaluation and Transition Plan to include the following:

Implementation Plan Components include:

- A list of physical barriers that limit accessibility to services/programs
- A detailed outline of the methods proposed to address the barriers
- A schedule for achieving compliance
- The name of the official responsible for the plan's implementation

A complete plan will include a full evaluation of the following:

- Programs, policies and practices
- Design standards
- All sidewalks, curb ramps and intersections
- Public rights-of-way
- Pedestrian facilities including accessible ped signals
- Transit Stops/operations
- Buildings/facilities
- Parks and all park programs and amenities including playgrounds, areas of sports activity, activities at Camp Jordan Arena and shared use trails
- Parking lots
- Housing programs
- Emergency planning
- Hiring/firing practices and job descriptions
- Boards and Commissions
- Website
- Other forms of communication

Qualification Statement Format

To standardize and simplify the qualifications statements for comparison and evaluation of the responding firms, all submittals must be organized in the manner set forth below, separated into sections, and appropriately titled. All information and materials shall be provided under a single cover.

Letter of interest (1 Page Max): The letters of interest should include but not be limited to the identity of the project, name of the firm, name of the firm's primary point of contact (principal-in-charge), address, telephone number, and email address.

Qualifications page (3 Pages Max): The qualifications page should include items such as business organization, resumes, qualifications, job assignments of the various team members assigned to the project and a realistic projection of the percentage of work that will be performed by each team member. The qualifications page shall indicate the scope of services to be completed by any sub-consultant.

A total of five (5) copies shall be mailed or delivered no later than 4:00 pm on March 26, 2018 to:

Diane Qualls
Finance Director
1517 Tombras Avenue
East Ridge, TN 37412

Basis of Evaluation

The City of East Ridge will base selection on the contents of the letters of interest and qualifications. Subsequent interviews may be conducted if needed.

The factors that will be considered in the evaluation of submittals are:

1. Ability and relevant expertise of the firm's personnel to be used in performing the service.
2. Previous experience in the required disciplines with TDOT and/or the City of East Ridge and other clients.
3. Previous experience specific to similar projects.
4. Qualifications and availability of staff.
5. Demonstrated ability to meet schedules without compromising sound engineering practice.
6. Evaluation on prior projects with TDOT and federally-funded projects, if available.
7. Size of project and limited or unlimited prequalification status.
8. Amount of work under contract with the City of East Ridge and other clients.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory actions based upon the ground of race, color, sex, creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements by the City of East Ridge.

It is the policy of the City of East Ridge to ensure compliance with Title VI of the Civil Rights Act of 1964; 49 CFP, Part 21: related statues and regulations to the end that no person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation on the grounds of race, color, sex, age, disability or national origin.

Final – 4/3/18