



**JEFFERSON COUNTY**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
 729 MAPLE ST / PO BOX 100  
 HILLSBORO MO 63050  
 WWW.JEFFCOMO.ORG

## **ADDENDUM #1:**

**Request for Proposal:** **ADA SELF-EVAULATION AND TRANSITION PLAN**

**Addendum Date Issued:** **6-28-2017**

**ORIGINAL INVITATION FOR BID NOTICE ISSUED:** **JUNE 2, 3017**

BIDS SHALL BE ACCEPTED UNTIL: **TUESDAY, JULY 11, 2017** AT 2:00 P.M. LOCAL TIME.

**Specification Contact:** **DANIEL NAUNHEIM**  
 Department of Public Works  
 636-797-5569  
 dnaunheim@jeffcomo.org

**Contract Contact:** **VICKIE PRATT**  
 Department of Administrative Services  
 636-797-5380

**Mail (3) Three Complete Copies With Vendor And Bid Information As Shown In Sample:**

SAMPLE ENVELOPE

<i>VENDOR NAME</i>	
<i>VENDOR ADDRESS</i>	
<i>CONTACT NUMBER</i>	<b>DEPARTMENT OF THE COUNTY CLERK</b>
	<b>JEFFERSON COUNTY MISSOURI</b>
	<b>729 MAPLE ST / PO BOX 100</b>
	<b>HILLSBORO MO 63050-0100</b>
<i>SEALED BID: (BID NAME)</i>	

**Contract Term:**  
**UPON APPROVAL OF THE COUNTY COUNCIL AND COUNTY EXECUTIVE**

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful bidder. Price increases for renewals are not authorized unless approved in writing by the County.

**Vendor Information:**

<b>Company Name</b>	<b>Authorized Agent (Print)</b>
<b>Address</b>	<b>Signature</b>
<b>City/State/Zip Code</b>	<b>Title</b>
<b>Telephone #</b>	<b>Date</b>
<b>E-mail</b>	<b>Tax ID #</b>
	<b>Fax #</b>

# ADDENDUM #1:

THE INVITATION FOR BID FOR ADA SELF-EVALUATION AND TRANSITION PLAN BID SPECIFICATIONS HAS BEEN REVISED.

## Addendum 1

Below are the changes to the RFP – ADA SELF-EVALUATION AND TRANSITION PLAN. Answers to the questions are in red. Also see changes to the table.

### 1. General:

a. Can inquiries be made by phone in addition to by e-mail?

**Inquiries should be made by e-mail.**

b. Cost proposals –

i. Is it acceptable to split the cost proposal for item 1 into 2 components?

1. A cost for self-evaluation of all relevant Programs, Services, and Activities

2. A cost for self-evaluation of County website(s)

**You can provide “subtotals.” However, the combined total will be used when calculating the total cost of Task 1.**

### 2. Scope Items:

a. Self-Evaluation of all Relevant Programs, Services, and Activities **Please disregard. A self-evaluation of programs, services, and activities is hereby deleted from the scope of work.**

i. Provide list of all these items that you want evaluated?

ii. Provide list of locations and contact person for each item.

b. Evaluation of Jefferson County Website for ADA Compliance

i. List sites to be evaluated

1. Is www.jeffcomo.org the only site? **Yes. Any site beginning with the domain name of “jeffcomo.org” should be evaluated.**

a. List others to be evaluated, if any. **None.**

b. Extent to which analysis required – whole site or specific areas **Whole site.**

2. Provide list of contact persons who would be involved in consultations regarding existing items to address or new wish lists for improved interface.

**A contact name(s) will be provided to the firm selected to perform this work.**

ii. Accessibility issues to be reviewed:

1. Do you have list of specific accessibility items which have been mentioned to date as an issue? **No.**

2. Confirm that access to other devices (phones, tablets) should be evaluated. **None. Only the website should be evaluated for ADA compliance.**

3. Confirm that search engine accessibility/inaccessibility should be evaluated. **Only the website content should be evaluated.**

4. Standards for evaluation –

a. Title II of ADA

b. US Access Board, Section 508

c. Web Content Accessibility Guidelines 2.0 level A, AA or AAA

d. General ADA compliance. **General compliance evaluation is desired.**

- i. This is less precise than those listed above.
      - ii. Are there specific items you want to be evaluated or have had complaints about? **None.**
    - iii. Is it better to give price for constructing fully accessible site instead of fee for analysis of current site(s)? **We are only looking for evaluation of the current site regarding its compliance with the ADA. We are not looking for the site to be brought into compliance.**
      - 1. Our initial feeling is that the existing site needs to be created anew using up-to-date platform/software.
      - 2. Should we price new site as base bid fee or alternate bid fee? **No.**
  - c. Other County Facilities: Self-Evaluation and ADA Transition Plan Preparation
    - i. We will address all facilities listed in Appendix A **Yes.**
      - 1. Are there any other facilities to be included in this self-evaluation scope? **No.**
    - ii. Are we to assume that Justice Center, Juvenile Detention Center are not part of Courthouse and Jail program as defined in RFP dated May 5, 2017? **Yes.**
    - iii. Please provide address listing for each facility listed. **See attached revised "Appendix A," which now included facility addresses.**
    - iv. Please clarify the following facilities/functions:
      - 1. Fleet – please clarify name and location of each facility to be part of this evaluation. **See revised Appendix A.**
      - 2. EDC – what does this stand for? **Economic Development Corporation**
  - d. Public Right-of-Way: Self-Evaluation and ADA Transition Plan Preparation
    - i. Can you provide a map showing ROWs to be evaluated or list of each R-O-W to be evaluated? **A list of County-maintained roads can be found at the following link: <http://www.jeffcomo.org/uploads/Public%20Works/Additional%20Information/RoadBook.pdf>**
    - ii. Do you have a preferred civil engineer you like to use? **No.**
    - iii. Do you have current list of items of concerns? **No.**
3. Facility Information per Appendix A:
  - a. For which facilities listed do you have existing drawings?
    - i. Provide list of facilities for which drawings are available (hard copy format).
      - 1. Provide list of facilities for which these drawings are available in CAD format? **None.**
      - 2. Provide list of facilities for which drawings are available in PDF format? **We have drawings of all non-leased facilities.**
    - ii. Are these available at present time for our review/use? **No.**
  - b. Can you provide program summary of user spaces/sizes for each facility? **No.**
    - i. Current listing
    - ii. Proposed listing or is that something to be determined as part of the self evaluation scope?
  - c. Pre-Inspection of existing facilities:
    - i. Can each facility be examined prior to finalization of our RFP response? **No.**
    - ii. Should inspections of facilities be scheduled with you or can they be scheduled with individual in charge of each facility?
      - 1. Please provide contact name and contact information at each facility **This information will be provided to the selected firm.**

- 1) Under 'Scope of Work', it states, 'Conduct field surveys of County public right-of-way with respect to ADA requirements. This includes crosswalks, curb ramps, barriers, etc.' Will the public right-of-way to be surveyed include only the areas surrounding the County buildings? **No. The area surrounding County buildings will be considered covered as part of the "County Facilities" scope. The "right-of-way" scope is related to Jefferson County-maintained roadways.**
- 2) Under 'Scope of Work', it states, 'Jefferson County has a very limited amount of pedestrian facilities in our right-of-way'. Please provide the number of intersections, crosswalks, and curb ramps to be surveyed. **Along the County road system, the County maintains three signalized intersections, eight striped crosswalks, and zero curb ramps.**
- 3) Approximately, how many trips should be cost estimated for meetings between the Consultant and the ADA Compliance Team? **The RFP defines nine (9) meetings with various County personnel. However, depending on individual proposals, the number of meetings may be reduced.**
- 4) Will the ADA Compliance Team be agreeable to schedule meetings via Skype to help reduce travel costs for specific meetings? **The use of Skype as a meeting platform is allowed, but not ideal, and will be scored accordingly.**
- 5) Approximately, how many trips should be cost estimated for meetings between the Consultant and various stakeholders? **The RFP defines nine (9) meetings with various County personnel. However, depending on individual proposals, the number of meetings may be reduced.**
- 6) Please provide the number of relevant Jefferson County programs, services, and activities to be reviewed. **Please disregard. A self-evaluation of programs, services, and activities is hereby deleted from the scope of work.**
- 7) Please provide the number of Jefferson County website pages to be evaluated. **We are only looking for evaluation of the current site regarding its compliance with the ADA. We are not looking for the site to be brought into compliance.**
- 8) Can you please provide the total Right-of-Way approximate miles or linear feet? **There are approximately 667 miles of County-maintained roadways.**

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Questions for Jefferson County, MO:

1. The RFP mentions buildings, but does not mention parks. Are parks to be assessed as well? **No.**
2. The 2014 Roadway Master Plan does not specify miles of sidewalk or intersections. How many miles of sidewalk will be included in the Public Rights of Way evaluations? **Approximately 0.1 miles of sidewalk.**
3. How many signalized intersections does the County own/maintain? **Three**
4. Does the County own or partner with a public transportation provider? (bus, train or airport?) **No.**
5. Are GIS shapefiles available for all city owned or leased facilities? **No.** This includes:

- A. Buildings
- B. Parks
- C. Signalized Intersections
- D. Sidewalks (by functional classification if available)
- E. Transit stops by type (shelter or sign only) – if applicable. \*NOTE: Transportation is not noted on the county website, however there may be a partnership with a transportation entity that should be addressed as part of this process (see question 4 above).

- 6. Is there a document that provides the age of each building? **No.**
- 7. It appears there is no low income housing project, is that correct? **Yes.**
- 8. Are any County owned buildings or facilities historically preserved? **No.**
- 9. Do you have a list of all Programs offered by the County? **Please disregard. A self-evaluation of programs, services, and activities is hereby deleted from the scope of work.**
- 10. Do you have a list of ordinances that pertain to accessibility? **Ordinances related to the ADA can be found within the on-line version of our Code, at: <http://www.ecode360.com/JE3328>**
- 11. How many individual job descriptions do you have? **Evaluation of individual job descriptions is not required as part of the scope of work.**
- 12. Do you have a ‘voluntary’ registry for people with disabilities to register so you know where they are in the event of a County wide emergency? **No.**

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- 1. Will the 15 Jefferson County parks be included in the project? **No.**
  - 2. We understand that County staff availability for field surveys is limited. However, in the interest of reducing the cost of this project and enhancing County staff ADA knowledge, would Jefferson County consider augmenting the data collection process with members of its staff? If this is determined to be an option, would two proposed fees be admissible? **Your proposal should clearly define your expectations of County staff as it related to participation in your Plan to deliver the required scope of work. Only one proposal price will be allowed.**

**APPENDIX "A" - REVISED**

General Revenue Buildings	Total Building Square Footage	Office Space (Sq ft)	Warehouse Space (Sq ft)	Specialty Space (Sq ft)	Street	City	Zip
Administration	33,522	33,522	0	0	729 Maple Street	Hillsboro	63050
Annex	20,817	20,817	0	0	725 Maple Street	Hillsboro	63050
Facilities (with storage unit)	7,482	4,682	2,800	0	739 A Maple Street	Hillsboro	63050
Courthouse	72,546	72,546	0	0	300 Main Street	Hillsboro	63050
Justice Center	38,120	38,120	0	0	400 First Street	Hillsboro	63050
Jail (with storage unit)	50,335	50,135	200	0	510 First Street	Hillsboro	63050
Juvenile Detention	17,375	17,375	0	0	9501 Goldfinch Lane	Hillsboro	63050
EMOC (Phase 1 - 3)+ garage + 2 outbuildings	11,077	3,809	7,268	0	1409 Herculaneum Industrial Dr	Herculaneum	63048
Animal Control (cat & dog house in specialty space)	5,440	1,136	120	4,184	7105 Shelter Road	Barnhart	63012
Animal Control Center	11,200	11,200	0	0	4848 State Rte. 30	House Springs	63051
Civic Center (County is Leaser and user)- includes basement, building, and snack shack	5,770	5,770	0	0	2800 Community Lane	High Ridge	63049
Fleet (new-West campus)	8,400	700	7,700	0	5275 E State Hwy B	Hillsboro	63050
Parks (West Campus)	5,200	540	4,660	0	5275 State Hwy B	Hillsboro	63050
Parks- concession stand	590	0	0	590	4900 Byrnes Mill Road	House Springs	63051
Lease Buildings	Total Building Square Footage	Office Space (Sq ft)	Warehouse Space (Sq ft)	Specialty Space (Sq ft)	Street	City	Zip
Public Defenders Office (County Leasee)	2,880	2,880	0	0	116 Main Street	Hillsboro	63050
Sheriff North Zone (County Leasee)	1,394	1,394	0	0	34 Dillon Plaza drive	High Ridge	63049
Sheriff House (County Leasee)	3,195	3,195	0	0	6555 US Hwy 61-67	Barnhart	63012
Juvenile Day Treatment (County Leasee)	6,314	6,314	0	0	5 Merchant Drive	Hillsboro	63050
EDC (County Leaser)	4,454	4,454	0	0	5217 State Hwy B	Hillsboro	63050
Third Street Annex (County Leaser)	7,436	7,436	0	0	301 Third Street	Hillsboro	63050
Sheriff-East Zone					955 Windsor Harbor	Imperial	63052
Sherriff-South Zone					1000 Viking Dr	Hillsboro	63050
Road & Bridge Buildings	Total Building Square Footage	Office Space (Sq ft)	Warehouse Space (Sq ft)	Specialty Space (Sq ft)	Street	City	Zip
East Maintenance Shed	5,220	1,295	3,925	0	2960 Lee Pyle	Desoto	63020
West Maintenance Shed	5,840	1,240	4,600	0	5275 C State Hwy B	Hillsboro	63050
North Maintenance Shed	4,510	925	3,585	0	6460 State Rd MM	House Springs	63051
Highway Fleet Facility	11,875	1,110	10,765	0	5275 D State Hwy B	Hillsboro	63050
Sign Shop	3,040	0	3,040	0	5275 B State Hwy B	Hillsboro	63050