



Sacramento City Unified School District
Operations Support Services
5735 47th Avenue
Sacramento, CA 95824

Statement of Qualifications and Request for Proposal
Americans with Disabilities Act and Title 24 Compliance

April 20, 2009

Statement of Qualifications and Request for Proposal
Sacramento City Unified School District
Americans with Disabilities Act and Title 24 Compliance

Introduction

The Sacramento City Unified School District (District) is seeking statements of qualifications and proposals from qualified firms/companies (Consultant) to assist with Americans with Disabilities Act (ADA), Title 24 compliance and related accessibility activities for the District.

Current Project Objectives –Phase 1

The current project objectives include:

- Required
 - A comprehensive survey of District facilities to include both exterior and interior areas for compliance with the Americans with Disabilities Act Accessibility Guidelines (ADAAG) and Title 24 of the California Building Code
 - Development of transition/barrier removal plans for each site
 - Accessibility management software or database
- Option (List Cost Separately)
 - Electronic data collection and reporting capabilities via a pc tablet or similar device

Future Project Objectives –Phase 2

Phase 2 project objectives include:

- An ADA District-wide Self-evaluation
- Consultation
- Plan reviews
- Staff development

Proposal Format and Content

Proposal shall be submitted on 8 ½" x 11" size paper and shall be typed. Proposals should not include any unnecessarily elaborate or promotional material. A lengthy narrative is discouraged; presentations should be **brief and concise** and not exceed 20 pages in length, excluding appendices, if any. Sample portions of reports, may be included in the appendices and limited to no more than 10 pages.

The form, content and sequence of the proposal shall follow the outline order and numbers presented in the Proposal Content (numbers 1-12) in the District Statement of Qualifications and Request for Proposal. Responses should be numbered in the same order for review by the District. **Responses that do not follow the order of the questions or do not complete all requested responses will be deemed nonresponsive.**

The contents of the proposal package should include a Transmittal Letter followed by the other items that are numbered and are listed in the exact order requested in the District statement of qualifications.

Ten copies (10) of the response to the Request for Proposal must be submitted, with at least one containing an original signature of an authorized representative.

Proposals must be received or hand delivered no later than 3:00 pm on Friday May 8, 2009. Proposals received after 3:00 pm on Friday May 8, 2009 will not be accepted. Proposals should be sent to:

James C. Dobson
Sacramento City Unified School District
Planning Department
5735 47th Avenue
Sacramento, CA 95824

Questions regarding the District statement of qualifications must be submitted by fax or email by 1:00PM Wednesday April 29, 2009. Fax or e-mail your questions to James C. Dobson, Director II, Planning Department at 916-643-2595 (fax) or jimd@sac-city.k12.ca.us. Please note "ADA Transition Plan" in the subject line. Telephone inquiries will not be accepted and, if attempted, may deem the proposer as non-responsive.

Potential consultants will receive responses by the close of business May 1, 2009, in order to provide all potential consultants time to prepare statements of qualifications.

It is anticipated that consultant selection will be completed by May 22, 2009 and the successful consultant notified by May 29, 2009.

PROPOSAL CONTENT

1. Transmittal Letter and Introduction

The proposing consultant must submit a transmittal letter including the following:

- a) Identification of the offering firm, including name, mailing address, email address, telephone number and fax number
- b) Name, title, address and telephone number of the contact person during the period of the evaluation of the statement of qualifications by the District
- c) Brief statement of your qualifications
- d) A statement to the effect that the proposal shall remain valid for a period of not less than one hundred-twenty (120) days from the due date for proposals;
- e) Signature of a person authorized to bind the offering firm to the terms of the proposal

2. Company Information

Furnish the following information about your company or firm:

- a) Date of founding and number of years in business
- b) Legal form (sole proprietorship, partnership, corporation/state of incorporation)
- c) Number and locations of offices
- d) Principal lines of business
- e) Number of employees
- f) Days/hours of operation
- g) Equal opportunity employer
- h) Adverse conditions such as bankruptcy, pending litigation, litigation or planned office closures
- i) Describe if your firm has opposed or litigated or assisted with litigation against a public entity

3. Company Experience, Qualifications and References

Describe the experience of your company and how you are able to perform the services requested;

- a) Demonstrated competence in the services to be provided
- b) Nature and relevance of similar work currently being performed or recently being completed
- c) Number of years your company has conducted activities that are similar to those requested in this project
- d) Number of similar projects completed for school districts
- e) Number of schools inspected
- f) Describe accessibility inspection experience with ADA/Title 24 for school districts
- g) Describe your experience with other Title II public entities
- h) Describe your competitive advantages over other firms in the same industry
- i) Provide ten (10) recent references for similar school district projects, including the scope of work performed, contact person, address, phone number and email if available

4. Proposed Staffing

Describe the proposed staff who would be assigned to the project:

- a) Identify the key personnel from your company that would be assigned to the project
- b) Provide a brief description of staff qualifications (full resume not required), job functions and office locations
- c) Describe what training regarding ADA and Title 24 requirements your proposed project staff has completed and discuss how they are qualified to complete project requirements
- d) Describe if your proposed project staff or key inspectors have ICC certification for accessibility inspections or other training
- e) Describe if your proposed project staff have experience with evaluations and consulting regarding policy and program issues
- f) Describe if the proposed project staff are hired directly by your firm, are subcontractors or are contracted staff
- g) Describe if your insurance coverage extends to all staff you plan to use in the project (direct hire, contracted, etc.)
- h) Describe if your proposed project staff currently have background clearances to complete the project activities.

5. Work Plan and Technical Approach

Provide the following information:

- a) Describe as succinctly as possible how your firm would accomplish the work and satisfy the objectives described in this RFQ
- b) If appropriate, divide the project into segments or tasks to progress milestones
- c) Describe what materials and information you need from the District

6. Project Deliverables

- a) Describe any deliverables and format of deliverables that will be included with the project
- b) Describe the quantity of any deliverables

7. Project Database/Software

- a) Describe any software, database or electronic project management tools, if any, that will be provided
- b) Describe any system requirements if software or a database is provided
- c) Describe the format of the database you will provide and describe if it is an actual software program or a data formatted as excel spreadsheet or other database.
- d) Describe if your software is web based
- e) Describe licensing fees, subscription fees, if any.

8. Electronic Data Collection Tool or Device

- a) Describe any "green" or environmentally friendly methodologies you use for data collection and reporting
- b) Describe any methodology you have to provide the District with a tool to update their reports or complete their own inspections without using your firm's inspection staff
- c) Describe if your electronic data collection tool provides reports and management of reports or is only used to collect data

9. Staff Development Activities

- a) Discuss if your firm provides staff development activities
- b) If your firm provides staff development and training activities, describe the content of the training by type of training and the projected audience

10. Follow-up and Additional Services

Provide the following information:

- a) Describe any follow-up activities you propose
- b) Describe any value added items or activities that you propose that would provide additional value to the project and any cost associated with the additional activities
- c) Describe if your firm or company provides accessibility plan reviews

11. Insurance Information

Provide the following information:

- a) Specimen of insurance or describe insurance coverage with amounts of coverage for the following;
 - 1) General liability
 - 2) Automobile liability
 - 3) Workers compensation and employers' liability
 - 4) Professional liability
- b) Provide information regarding dates of coverage and expiration dates
- c) Provide information regarding your claims record

12. Project Schedule

- a) Provide an estimated work schedule timeline with benchmarks for major milestones; or
- b) Provide the total estimated time from the start of the project to the completion of the project with deliverables
- c) Estimate the amount of turn-around time from the date of each school site inspection to the completion of the report for each school site.

13. Project Costs

- a) Provide a **total project cost for Phase 1** (inspection of District sites, development of transition/barrier removal plans for each site, software or a database and electronic inspection and reporting tool.
- b) The District is requesting a total cost proposal and not an estimate of costs. Costs can be broken down by area, with a total cost for the inspection of the school sites listed in Exhibit A (attached).
- c) Provide costs for items described in **Phase 2** (may be requested by the District later as an additional service)
 - Development of a District-wide ADA Self-evaluation
 - Staff development and training by type of training
 - Consultation (hourly)
 - Plan reviews for accessibility