



CITY OF KEY WEST

Request for Proposals

ADA Transition Plan

RFP# 008-14

July 2, 2014





PROJECT NAME AND NUMBER

RFP# 008-14
ADA Transition Plan

PROJECT CONTACT

Don Kloehn, AI/PE
Director, ADA Compliance and
Accessibility Services
(727) 465-8300
dkloehn@tindaleoliver.com

PROJECT OFFICE

Tampa Office
1000 N. Ashley St.
Suite 400
Tampa, FL 33602
(813) 224-8862

July 2, 2014

City Clerk
City of Key West
3126 Flagler Avenue
Key West, FL 33040

Re: RFP# 008-14 – Request for Proposal ADA Transition Plan

Dear Sir/Madam:

Tindale-Oliver & Associates, Inc. (TOA) is pleased to submit the attached proposal for the City of Key West's ADA Transition Plan. TOA offers extensive experience with the Americans with Disabilities Act (ADA) and other related legislation.

TOA is an industry leader in providing quality and innovative planning, engineering, and technical accessibility compliance and operations monitoring services to its clients. Established in 1989, TOA has grown to more than 80 employees, 15 of whom are shareholders of the company, located in our four offices throughout Florida (Tampa, Orlando, Bartow, Fort Lauderdale), Maryland (Baltimore), and Washington (Seattle). Our team of seasoned professionals has extensive experience and knowledge in all aspects of ADA compliance, planning, and engineering.

This Executive Summary includes detailed information about TOA's qualifications and experience. Following are **three major benefits we offer to the City of Key West**:

1. **Fresh perspective** – As a consulting firm that has never provided ADA services to the City of Key West, TOA can bring an informed, unbiased outsider's perspective to the performance and needs of your City, which will enable a more comprehensive analysis and assessment.

Key Benefit: The City of Key West will enjoy a close working relationship with a team of experienced professionals who will bring new ideas, methods, and, most important, perspective to the ADA Services Compliance Study.





2. **Unmatched experience with ADA Transition Plans** – Since 1992, TOA staff have had significant ADA compliance assessment experience, including:

- 50 multi-use buildings at the Marine Corp Logistics Base in Albany, Georgia,
- 400+ facilities at more than 35 public agencies for the U.S. Department of Transportation's Federal Transit Administration (FTA),
- Thousands of transit facilities for public transit providers,
- The U.S. Treasury buildings (Homeland Security Administration) in Washington, DC.
- Numerous public- and employee-use facilities of various configurations, and
- Multiple ADA Transition Plans for public and private agencies throughout the U.S.

Key Benefit: The City of Key West can be assured that a quality, appropriate, beneficial, and implementable ADA Compliance Services Study will be conducted by TOA.

3. **Innovative Industry Leader** – TOA differentiates its accessibility and ADA compliance services by offering an efficient and automated data collection approach to ADA compliance assessments. Under the supervision of a registered Professional Engineer and two Accessibility Inspector/Plans Examiners, as certified by the International Code Council, TOA has developed a tablet/smartphone app that allows ADA assessments to be performed more efficiently and effectively. Our extensive experience with ADA assessments and our innovative approach have made TOA an unmatched expert in ADA Transition Plans.

Key Benefit: TOA has extensive experience and an innovative and cost-effective approach in the development of your ADA Transition Plan.

In summary, **TOA offers the experience, resources, and commitment to meet the needs and expectations of the City of Key West staff and citizens on this important ADA Transition Plan.** We take pride in our ability to deliver high-quality work products on time and within budget. As such, we are committed to the successful completion of your ADA Transition Plan and helping you make your community more accessible for all.

We appreciate the opportunity to submit our proposal and thank you for your consideration. We look forward to continuing our successful, mutually-beneficial, and long-term relationship with the City of Key West. Should you have questions, please contact me at (727) 465-8300 or via email.

Sincerely,

A handwritten signature in blue ink that reads "Don Kloehn".

Don Kloehn, AI/PE

Director, ADA Compliance and Accessibility Services

DKloehn@TindaleOliver.com





Table of Contents

City of Key West

ADA Transition Plan

Cover Letter

Tab 1: Project Team’s Capabilities	1-1
Firm Overview	1-1
ADA Assessments/ADA Transition Plans	1-1
Public Outreach	1-2
Cutting-Edge Technology	1-2
Tab 2: Project Team’s Organization	2-1
Project Team Experience.....	2-1
Project Management Team.....	2-1
Organization Chart	2-2
Resumes	2-3
Tab 3: Project Approach	3-1
ADA Assessments/ADA Transition Plans.....	3-1
Project Approach.....	3-1
Tab 4: Ability to Accomplish the Work	4-1
Ability to Accomplish the Work	4-1
Related Projects	4-2
Tab 5: Other.....	5-1
Supporting Material	5-1
Digital Manipulation.....	5-2





Tab 6: Required Forms 6-1

- Certificate of Insurance
- Current Occupational License
- Anti-Kickback Affidavit
- Public Entity Crimes Certification
- Local Vendor Certification
- Cone of Silence Affidavit
- Domestic Partner Benefit
- Addendum No. 1
- Addendum No. 2
- Addendum No. 3
- Addendum No. 4
- Addendum No. 5
- Addendum No. 6



Project Team's Capabilities



Photo courtesy of www.seefloridago.org



Tab 1

Project Team’s Capabilities

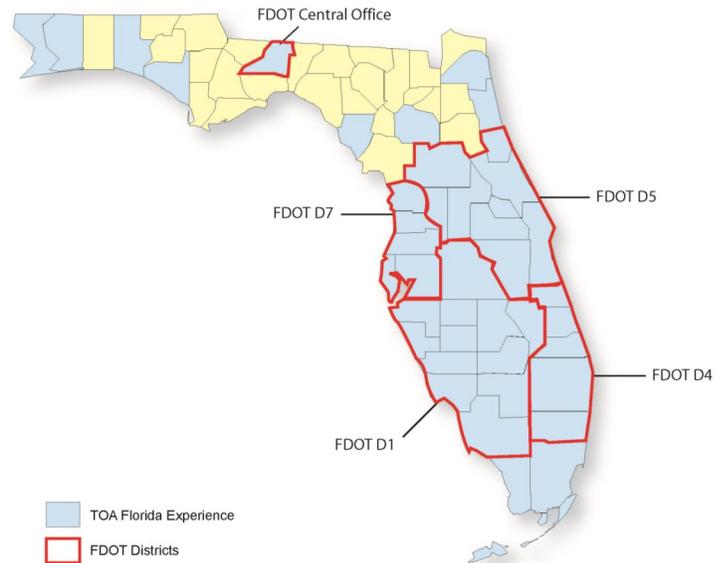
FIRM OVERVIEW

In 1989, Tindale-Oliver & Associates, Inc. (TOA) was established in Florida as an S-Corporation. Today, TOA has more than 80 employees and 6 offices, including 4 Florida offices (Tampa, Orlando, Fort Lauderdale, Bartow), 1 Maryland office (Baltimore), and 1 Washington office (Seattle). In addition, 15 employees are shareholders of the firm. TOA’s consulting services have benefited agencies throughout Florida and 14 states, but our core market area is still the state of Florida.

TOA’s Americans with Disability Act (ADA) and Code Compliance Services staff bring a wide range of expertise in public accessibility, specifically with respect to compliance with ADA Titles II and III, including facility assessments, compliance inspections and review, transition plan development, ADA public outreach, expert witness services, complaint mediation, ADA technical training, equipment and facility design, engineering, construction, service operations monitoring, and program maintenance.

ADA ASSESSMENTS/ADA TRANSITION PLANS

TOA’s expertise in facility assessments is unmatched. Under the guidance and oversight of a registered Professional Engineer and two International Code Council certified Accessibility Inspector/Plans Examiners, TOA has provided comprehensive assessments and detailed reports of deficiencies to federal, state, and local agencies related to compliance with ADA and state provisions. TOA’s reports have included recommended deficiency remediation measures as well as technical guidance for problem resolution and cost estimates for actions



TOA’s Florida Experience

recommended. These compliance assessments have resulted in ADA Transition Plans for many municipal agency facilities, including:

- 50 multi-use buildings at the Marine Corp Logistics Base in Albany, Georgia,
- 400+ facilities at more than 35 public agencies for the U.S. Department of Transportation’s Federal Transit Administration (FTA),
- Thousands of transit facilities for public transit providers,
- The U.S. Treasury buildings (Homeland Security Administration) in Washington, DC.
- Numerous public- and employee-use facilities of various configurations, and
- Multiple ADA Transition Plans for public and private agencies throughout the U.S.





Tab 1 –Project Team’s Capabilities

These assessments have included the review of all aspects of ADA-required accessibility elements generally categorized as:

- Accessible routes
- Parking facilities (lots and garages), passenger drop-off, approaches
- Maneuvering, clearances, reach ranges, and clear paths
- Elevators, stairs, ramps, curb ramps, walkways
- Doorways, landings, hardware
- Equipment access and use
- Entrances, egress routes, emergency evacuation
- Signage (visual and tactile)
- Provisions of service and other ADA-required operational requirements

TOA also has managed many national- and local-level research projects related to accessible systems and innovative service designs. We offer expertise with ADA facilities and equipment accessibility solutions, as well as technical assistance to achieve ADA compliance.

PUBLIC OUTREACH

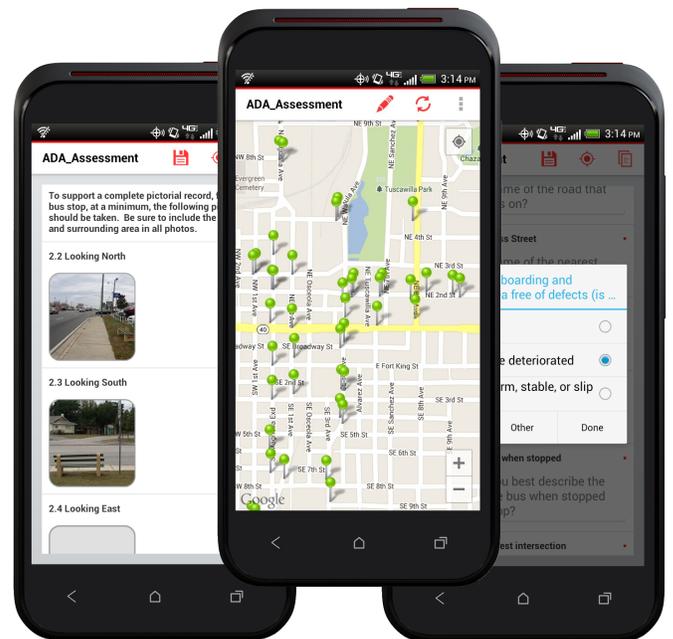
TOA staff offer extensive experience working with the disability community and have organized many related successful public involvement efforts, including community outreach and meetings, focus groups, survey research, and evaluation activities. TOA encourages its clients to pursue active community involvement programs both to educate and to include individuals and groups representing people with disabilities and older adults as advocates to the agency to further understanding and cooperation.

In sum, TOA brings unmatched expertise in ADA compliance and can offer unparalleled services in the

development of an ADA Transition Plan. We are confident that the City of Key West will benefit from this expertise.

CUTTING-EDGE TECHNOLOGY

TOA prides itself on developing and using cutting-edge technology to create a better value product for its clients. One example of this is our newly-developed ADA assessment data collection application (app), designed specifically for Android smartphones and tablets. This app was developed under the supervision of a registered Professional Engineer and two Accessibility Inspector/Plans Examiners. It is a highly dynamic and customizable mobile application that ensures that all pertinent data are collected in the most time-efficient manner. Also, because all records and their GPS coordinates and corresponding photos are digitized, it is easier for an agency to maintain and update its extensive database of ADA compliant and non-compliant facilities.



TOA’s ADA assessment data collection app captures data through the use of tablets and smartphones using software specifically developed by TOA.



Project Team's Organization



Photo courtesy of www.galleonmarinakeywest.com



Tab 2

Project Team's Organization

PROJECT TEAM EXPERIENCE

TOA has assembled a project team to specifically support the City of Key West in the development of your ADA Transition Plan.

Our team provides four major benefits to the City of Key West through the composition, experience, and skill sets of its members, as highlighted below.

- We bring a small team with **unmatched ADA experience**, thereby allowing us to achieve more with less.
- We offer a team that wants to **function as an extension of City staff**.
- We bring a **fresh perspective** to the ADA Transition Plan process but can infuse it with an **intimate knowledge of Key West**.
- The City of Key West can be assured that the TOA Team will provide the **knowledge, experience, analytical capabilities, and personnel** needed to help you successfully complete your ADA Transition Plan.

PROJECT MANAGEMENT TEAM

TOA's four key members of the management team are highlighted briefly below.

An organization chart illustrating the structure of the proposed project team is provided on the following page, followed by resumes demonstrating our staff's extensive ADA experience.



Don Kloehn, AI/PE

For your project, I will serve as the **Project Director** and will supervise the overall project. I will assist with the assessments and will review the recommendations and

associated costs needed to bring all of your City into compliance with the ADA. I have more than 40 years of experience in the ADA compliance and accessibility field and am confident I can use my extensive knowledge to assist making your City accessible for all.



Bryan Weinstein, P.E., AI/PE

For your project, I will serve as the **Project Manager** and will manage the day-to-day progress of your project and assist with and supervise the assessments of your

City's facilities. I will personally review each assessment and make cost-effective recommendations to bring Key West into compliance with the ADA. I will write your ADA Transition Plan and create your facility reports. With 11 years of experience as a Civil Engineer and an ADA Compliance Engineer, I am confident my expertise can benefit your city.



Richard Dreyer, AICP, CCTM

For your project, I will serve as the **Quality Assurance Officer**. As a member of the team, but one who is not directly involved in the ADA assessment process, I

will provide a detailed, independent, impartial review of all deliverables, such as Facility Reports, Service Reports, and the ADA Transition Plan. With more than 33 years of experience working for the public and private sectors, my broad knowledge will ensure that our team prepares a quality, error-free product.





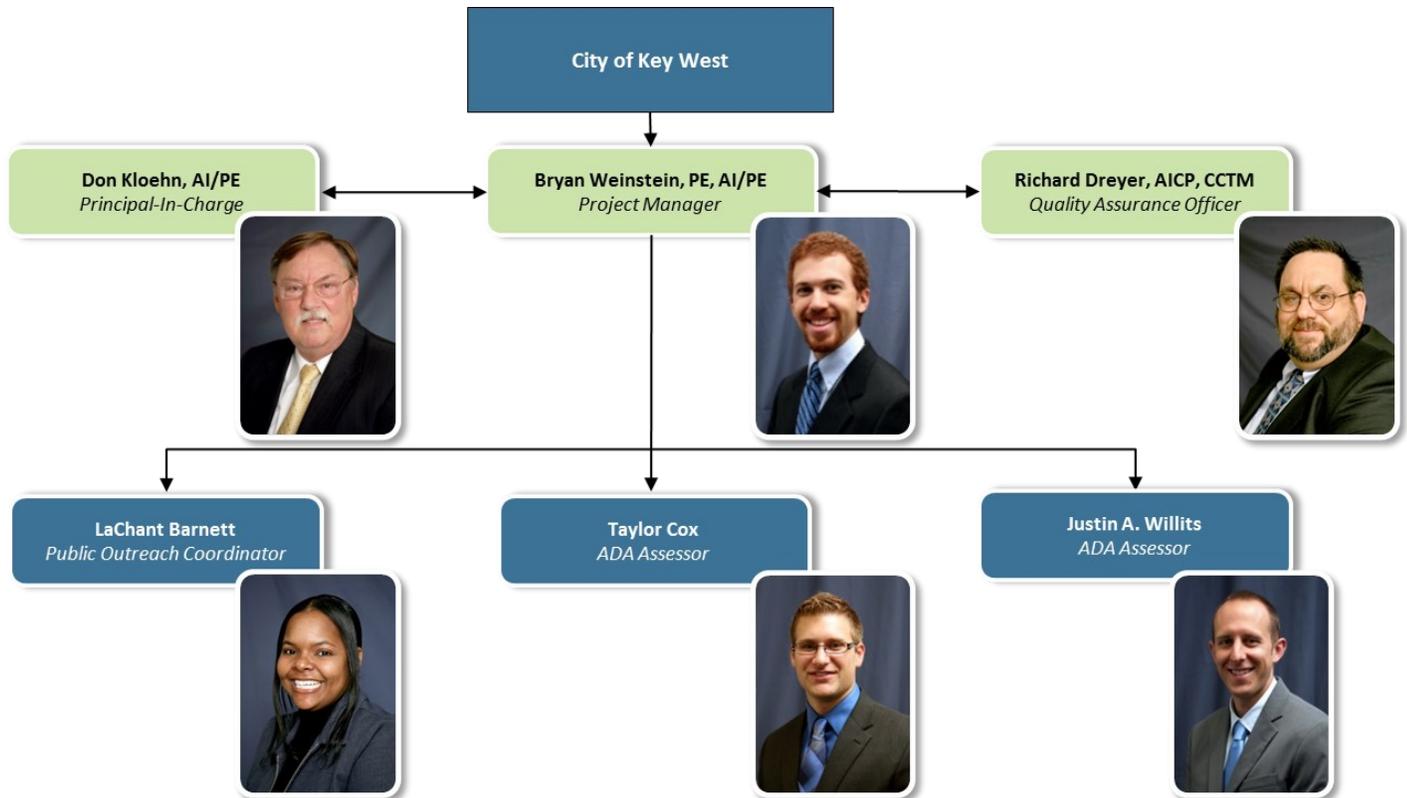
Tab 2 – Project Team’s Organization



LaChant Barnett

For your project, I will serve as the **Public Outreach Coordinator**. Having grown up in Key West, I will assist the team by infusing my personal local knowledge of the city into our public outreach efforts. With more than 17 years of experience, part of which was working in the public sector as a vital member of the agency’s public involvement program, I will ensure that the public involvement section of this project is well attended by the community.

City of Key West ADA Transition Plan Organization Chart





Tab 2 – Project Team’s Organization



Don Kloehn, AI/PE, Director, ADA Compliance & Accessibility Services

Project Role: Project Director

Don has more than 38 years of progressively-responsible experience in the ADA compliance and accessibility field, with involvement in all aspects of ADA-compliant facility design, construction, and maintenance. He offers broad expertise with facility accessibility and safety issues, as well as in-depth knowledge of state and federal codes and statutes relating to application of ADA. He has managed and provided technical oversight for several projects involving system-wide accessibility, including physical access requirements training, assessment of sites, deficiency remediation plans, consent decree and litigation support, local and state coordination efforts with transit agencies, facility and site standards design development manuals, and overall ADA program management.

Don has also been instrumental in the development and implementation of ADA management and employee orientation and training courses, transit “mystery rider” and monitoring programs, and litigation and expert witness efforts. He has developed and taught several ADA training courses to ensure that planners, designers, operators, and government officials are knowledgeable of ADA and has assisted many agencies with the development of their ADA transition plans.

Education

BS, Information Technology,
University of Phoenix

AA Architecture Candidate,
St. Petersburg College

Information Technology
Certificate Coursework,
Georgetown University

Years of Experience

40

Certifications

International Code Council
Member #8023066

Certified Accessibility
Inspector/Plans Examiner
(AI/PE)

Professional Affiliations

American Society of
Mechanical Engineers
(ASME), Vertical Access
Systems Member

Institute of Electrical and
Electronics Engineers (IEEE),
Associate

Representative Projects

Transit Infrastructure Planning/ADA Compliance

- Pasco County Public Transportation – ADA Transportation Plan (2014–ongoing)
- Martin County– ADA Transition Plan (2014–ongoing)
- Space Coast—ADA Transition Plan (2014–ongoing)
- Collier County—ADA Transition Plan (2013–ongoing)
- Hernando County—ADA Transition Plan (2013–14)
- Ocala TPO—ADA Transition Plan (2013)
- Maryland Transit Administration ADA Technical Consulting Services (2009–ongoing)
- FDOT Transit Office – Update *Accessing Transit: Design Handbook for Florida Bus Passenger Facilities*, Phase I (2012) and Phase II (2012–13)
- Pasco County Public Transportation (PCPT) Transit and Sidewalk Infrastructure Planning Services (2012)
- FDOT Statewide Transit Accessibility & Facilities Design Training (2010–11)
- Maryland Transit Administration ADA Technical Consulting Services (2009–ongoing)
- FDOT District 1 Transit Facilities Design and ADA Training (2009)





Tab 2 – Project Team’s Organization

Don Kloehn, AI/PE, Director, ADA Compliance & Accessibility Services
Project Role: Project Director

- Pinellas Suncoast Transit Authority (PSTA) Transit Facility Infrastructure & Program Compliance (2008–ongoing)
- Greensboro (NC) Transit Authority Bus Stop Amenities Program (w/DBA, 2008)
- PSTA Ticket Vending Machine Study (2007)
- PSTA Sketch Planning for Transfer Facility Upgrades (2007)
- Hillsborough Area Regional Transit Authority (HART) Bus Stop & Facility Accessibility Study (2007)
- Pasco County Site Selection Evaluation for Transfer Facility (2006)
- FDOT District 1 and 7 Regional Transit Infrastructure (2006)

National Transit Database/Title VI

- Miscellaneous Title VI support and training – various clients (ongoing)

Premium Transit/Alternatives Analysis

- Pinellas County/PSTA Alternatives Analysis Support (2011–2012)
- Pinellas County MPO Countywide BRT Concept Plan (2008)
- Hillsborough County MPO BRT Corridor Evaluation (2007)
- PSTA Central Avenue BRT PE Study –Ext. Corridor Analysis (2006)

Transit Technical Assistance

- PSTA General Planning Consultant (GPC) (ongoing)
- HART GPC (ongoing)
- Sarasota County/Sarasota County Area Transit (SCAT) GPC (ongoing)
- LYNX (Orlando) GPC (ongoing)
- FDOT District 4 GPC (ongoing)
- FDOT District 5 GPC (ongoing)
- FDOT District 7 GPC (ongoing)
- Southeastern Pennsylvania Transportation Authority (SEPTA) ADA Technical Oversight (w/Urban Engineers) (ongoing)





Tab 2 – Project Team’s Organization



Bryan Weinstein, P.E. AI/PE, Senior ADA Compliance Engineer

Project Role: Project Manager

Bryan has 11 years of experience as an ADA Accessibility & Compliance Engineer and Civil Engineer. He is very knowledgeable in the application of state and federal Americans with Disabilities Act codes and statutes, specifically those relating to accessible paths, facilities, and transition plans, and is well-versed in mitigation and cost estimation of ADA related deficiencies. To further his knowledge of ADA, in relation to facility design and maintenance, he has recently become a Certified Accessibility Inspector/Plans Examiner through the International Code Council.

Bryan has personally assessed thousands of bus stops, many miles of accessible paths, and dozens of facilities throughout Florida. He has written multiple ADA Transition Plans for various public agencies, thereby bringing them in compliance with the ADA, decreasing their potential for litigation, and making their community more efficient and accessible for everyone. He has helped with the development of an updated version of FDOT’s *Accessing Transit* design handbook. Recently, he developed a streamlined, tablet-based ADA data collection software package that allows him and his staff to quickly and accurately collect pertinent ADA data and save it in a convenient map-based format.

Education

MCE, Civil Engineering
University of South Florida

BSCE, Civil Engineering
University of South Florida

Years of Experience

11

Certifications

Florida Professional
Engineer (P.E.) #70704

International Code Council
Member #8203944

Certified Accessibility
Inspector/Plans Examiner
(AI/PE)

Professional Affiliations

Institute of Transportation
Engineers (ITE)

American Society of Civil
Engineers (ASCE)

International Code Council
(ICC)

Representative Projects

Transit Infrastructure Planning/ADA Compliance

- Pasco County Public Transportation – ADA Transportation Plan (2014–ongoing)
- Martin County – ADA Transition Plan (2014–ongoing)
- Space Coast Area Transit – ADA Transition Plan (2014–ongoing)
- Collier County – ADA Transition Plan (2013 –ongoing)
- Hernando County – ADA Transition Plan (2013–14)
- Ocala TPO – ADA Transition Plan (2013)
- FDOT Transit Office – Update *Accessing Transit: Design Handbook for Florida Bus Passenger Facilities*, Phase I (2012) and Phase II (2012–13)
- Pasco County Public Transportation (PCPT) Transit and Sidewalk Infrastructure Planning Services (2012)
- Maryland Transit Administration ADA Technical Consulting Services (2009–ongoing)

Special Transit Studies

- FDOT Transit Office Physical Inspection and Verification of Use for ARRA-Funded Capital Equipment (2012)





Tab 2 – Project Team’s Organization

Bryan Weinstein, P.E. AI/PE, Senior ADA Compliance Engineer

Project Role: Project Manager

Long Range Transportation Plans

- Pasco County MPO LRTP (2004, 2009)
- Charlotte County MPO LRTP (2009)
- Hernando County LRTP (2009)
- Highlands County LRTP (2009)

Transportation Planning

- St. Lucie TPO Traffic Count Program Evaluation (2009)
- Ding Darling National Wildlife Refuge –Alternative Transportation in Parks and Public Lands (2008–ongoing)

General Planning/Comprehensive Planning

- St. Lucie County Review of Current Traffic Count Practices (2009)
- FDOT District 5 Growth Management Contract (2008–ongoing)
- St. Johns County Concurrency Management System Support Services (2008)





Tab 2 – Project Team’s Organization



Richard Dreyer, AICP, CCTM, Director of Business Development – FDOT

Project Role: Quality Assurance Officer

Richard offers significant experience in planning, with emphasis areas including transit development planning, public involvement, finance, and alternative modal development. Prior to joining TOA, he spent 23 years with the Public Transportation and Planning offices of FDOT Districts 1 and 7. During this time, he served on 8 Technical Advisory Committees, 17 Local Coordinating Boards, 3 transit policy/planning boards, and 2 commuter assistance agency oversight groups or boards.

Richard has extensive knowledge of federal and state management requirements, the transportation planning process, and the development of transit systems and intermodal facilities and programs. His ability to develop partnerships that accomplish results, along with his practical experience and knowledge of transit planning and government processes, enhances TOA’s ability to develop innovative solutions for its clients.

Richard is also a very efficient and methodical manager and editor. He has considerable experience implementing procedures, scrutinizing processes, and reviewing documents to make sure that the client receives a quality product that meets Tindale-Oliver’s high standards.

Representative Projects

Transit Finance and Governance

- FDOT District 4 – Treasure Coast RTO Support and Education (2011–2012)
- Gainesville RTS Vision, Funding, and Governance, Study (2011)
- Martin/St. Lucie Transit Authority Action Plan (2009)
- PSTA Review of Potential Local Transit Funding Sources (2007)
- Martin/St. Lucie County Transit Funding and Governance (2007)
- Lawrence (Kansas) Transit Governance and Finance Plan (2006)
- Lee County Fare Study (2006)

Transit Technical Assistance

- FDOT Central Office Physical Inspection and Verification of Use for ARRA-Funded Capital Equipment (2012)
- FDOT District 4 Grant Recipient Compliance Monitoring (2010, 2012)
- Collier Area Transit White Paper and Presentation on Transit Benefits (2010)
- STARMetro Transit Efficiency Study (2009)
- FDOT Central Office Florida Transit Mode Shift Factor Analysis (2008)
- Hernando County Transit Financial Efficiencies & Strategies for Management (2007)
- Coral Gables System Safety Plan Support (2007)
- FDOT District 1 Technical Assistance and Training (2006)

Years of Experience

33

Certifications

AICP # 21305
Certified Community
Transit Manager (CCTM)

Professional Affiliations

American Institute of
Certified Planners (AICP)
American Planning
Association (APA)
Association for Commuter
Transportation (ACT)
Florida Public
Transportation
Association

Awards

Davis Productivity, 2004
FDOT Public
Transportation, 2004
Florida Trust for Historic
Preservation 2004
FDOT Special Achievement,
2001
FDOT Team Achievement,
1997
FDOT Sustained Superior
Achievement, 1991,1996
FDOT Special Achievements
1992–1993 FDOT Team
Achievement, Transit





Richard Dreyer, AICP, CCTM, Director of Business Development – FDOT
Project Role: Quality Assurance Officer

Transit Development Plans (TDPs)

- Polk County Consolidated Major TDP Update – My Ride (2012)
- Collier Area Transit Major TDP Update (2010)
- FDOT Central Office Intercity Bus Services Needs Assessment and Action Plan (2009)
- FDOT District 1 Heartland Rural Mobility Plan—TDP (2009)
- Pasco County TDP Update (2008)
- Hernando County TDP – Progress Report (2007, 2008)
- Polk County Consolidated TDP – Finance Elements (2007, 2008)
- Manatee County Area Transit Major TDP Updates (2007, 2008)
- Collier Area Transit TDP – Progress Report (2007)

Paratransit Plans

- Marion County Transportation Disadvantaged Service Plans (2007, 2012)
- FDOT District 4 Regional Transit Efficiency Assessment (2008)
- FDOT District 4/Martin County Response Support for Triennial Audit (2007)
- Hernando County Paratransit Organizational Assessment (2006)

Transit Infrastructure Planning

- FDOT Central Office – Update *Accessing Transit: Design Handbook for Florida Bus Passenger Facilities*, Phase 1 (2012)
- FDOT District 4 US 1 Corridor Bus Stop Improvement Plan (2011)
- FDOT Transit Office Statewide Transit Accessibility & Facility Design Course (2011)
- FDOT Transit Office Statewide Transit Facilities, Standards, Criteria, and Guidelines
- Collier Area Transit Radio Road Facility Strategic Site Plan and Green Strategies and Recommendations Plan (2010)
- FDOT District 1 Transit Facilities Design and ADA Training (2009)
- Pasco County Site Selection Evaluation for Transfer Facility (2006)
- FDOT Districts 1 and 7 Regional Transit Infrastructure (2006)

Transit Long-Range Transit Master Plans

- Collier/Naples MPO Long-Range Plan Update – Transit Element (2012)
- FDOT Transit Office – RTS Transit Vision Plan (2011)
- Charlotte County MPO Long-Range Transit Plan (2009)

Transit Corridor Studies

- FDOT District 1 – TBARTA Regional Premium Transit Corridor Evaluation in Manatee and Sarasota Counties, Smart Connect – 2011-2012)
- FDOT District 4 SR 710 PD&E Study - Multimodal Support (2007)





Tab 2 – Project Team’s Organization



LaChant Barnett, *Senior Project Manager*

Project Role: Public Outreach Coordinator

LaChant offers extensive experience in public outreach, transit, budgeting, and civil rights compliance. Her experience includes short- and long-term transportation planning, financial planning, Title VI, Americans with Disabilities Act (ADA), Equal Employment Opportunity (EEO), Disadvantaged Business Enterprise (DBE), paratransit, public involvement, and fixed-guideway studies. Since joining TOA, she has played a major role in public outreach, development of public involvement plans, transit development plans, technical assistance to transit agencies, locally coordinated human services transportation plans, and fare studies, among others.

With LYNX, LaChant was vital to the agency’s public involvement efforts. She created its public involvement policies and procedures and, as the Title VI Officer, was responsible for maintaining its Title VI, Environmental Justice, and Limited English Proficiency programs. Since joining TOA she has been vital in organizing community outreach for several county’s coordinated plans and developed tools and communication pieces to ensure the general public understood new Federal Transit Administration grant programs.

LaChant has been involved in a number of ADA-related projects including reviewing wheelchair securement on transit vehicles, developing cost for ADA improvements along various corridors and conducting operational analysis for demand response services. LaChant also has provided budget development assistance to LYNX for the past seven years. Additionally, she managed the major updates for the Votran, Collier Area Transit, and Regional Transit System Transit Development Plans, and is currently completing the TDP Major Update for Key West Transit.

Representative Projects

Paratransit Plans

- Volusia County/Votran Transportation Disadvantaged Service Plan (TDSP) (2011)
- LYNX (Orlando) JARC/New Freedom Program Support (2011)
- Lee County/LeeTran JARC/New Freedom Program Support (2009-2011)
- Lee County/LeeTran Public Transit-Human Services Plan (2008)
- Sarasota-Manatee Locally Coordinated Public Transit-Human Services Plan (2008)
- Tri-County (Hillsborough, Pinellas & Polk) Locally Coordinated Public Transit-Human Services Plan & Update (2006, 2009)

Education

MA, Public Administration
University of Central
Florida

BS, Criminal Justice
University of Central
Florida

Project Management
Certification, Rollins College

Years of Experience

17

Professional Affiliations

Women’s Transportation
Seminar, Orlando Chapter





LaChant Barnett, Senior Project Manager
Project Role: Public Outreach Coordinator

Special Transit Studies

- FDOT Central Office Wheelchair Securement Review (2013)
- FDOT Alternative Fuel Evaluation (2010-2011)
- LYNX Rural ITS Demonstration Project (2007-2011)
- Albany Transit System (GA) ADA Plan (2007)

Transit Finance and Governance

- Collier County/Collier Area Transit Paratransit Fare Study (2012)
- LYNX (Orlando) Fare Policy/Technology and SunRail Coordination Assistance (2011)
- LYNX (Orlando) Budget Development Assistance (2008-2011)
- LYNX (Orlando) Fare Study (2007, 2009)

Transit Development Plans (TDPs)

- Key West Transit TDP (2014)
- Brevard County/Space Coast Area Transit TDP (2012)
- Volusia County/Votran TDP (2011)
- Collier County/Collier Area Transit (CAT) TDP (2010)
- Gainesville Regional Transit System (RTS) TDP (2010)
- Albany Transit System (GA) TDP (2007)

Long-Range Transit Master Plans

- LYNX (Orlando) Vision 2030 Long Range Strategic Master Plan (2011)

Transit Operations/Comprehensive Operations Analysis (COA)

- Housing Authority of the City of Fort Lauderdale Mobility Management Plan (2011)
- Sarasota County/Sarasota County Area Transit (SCAT) COA (2008, 2011)
- Lake County Bus Circulator Study (2006)
- Lake County Transit Operations Plan (2006)

National Transit Database and Civil Rights

- Brevard County/Space Coast Area Transit DBE Plan (2013)
- LYNX Title VI Plan (2013)
- LeeTran Title VI Plan (2012)
- Brevard County/Space Coast Area Transit Title VI Plan (2012)
- Miscellaneous Title VI Support and Training - various clients (ongoing)
- Albany Transit System (GA) Title VI Plan (2007)

Transit Technical Assistance

- LYNX (Orlando) General Planning Consultant (GPC) (ongoing)
- LYNX (Orlando) Ongoing Financial Planning Support (ongoing)
- FDOT District 5 General Planning Consultant (ongoing)





Justin A. Willits, Planner

Project Role: ADA Assessor

Justin recently joined TOA as a Transportation Planner. Previously, he interned for the Maryland County Council in Montgomery County where he assisted Council members with bus rapid transit research and design, conducted GIS analysis, staffed Transit Task Force meetings, and contributed to the creation of an implementation plan of a three-phased network of the transit system.

During an internship for Volusia County Transit, Justin created a bus stop inventory, provided a methodology for continuing inventory of the transit system, and conducted ridership analyses. He also assisted in the assessment of appropriations for capital improvements and assessed the ADA compliance of stop locations.

Justin conducted substantive graduate research in transportation; his thesis was “Bus Rapid Transit in Montgomery County, MD: Determining Station Locations in Specified Corridors.” He also has researched traffic demand management techniques, vehicle miles traveled reduction strategies, transportation and energy impacts on environmental quality, and cutting edge strategies in preservation, integration, adaptation, and climate change mitigation.

Representative Projects

ADA Compliance Review & Assessment

- Pasco County Public Transportation–ADA Transportation Plan (2014–ongoing)
- Martin County– ADA Transition Plan (2014–ongoing)
- Space Coast Area Transit—ADA Transition Plan (2014–ongoing)
- Collier County—ADA Transition Plan (2013–ongoing)
- Hernando County—ADA Transition Plan (2013–14)

Substantive Internship Work & Research

- Implementation Plan for a BRT System, Montgomery County, MD

Transit Development Plans (TDPs)

- Broward County/Broward County Transit TDP (2013)
- Manatee County/Manatee County Area Transit TDP (2013)

Transit Services

- I-95/I-595 Express Bus Analysis and Short-Range Operations Plan (2013)

Education

MA, Urban and Regional Planning

University of Florida

BA, Political Science

University of Florida

Years of Experience

2

Professional Affiliations

American Planning Association

Student Planning Association





Tab 2 – Project Team’s Organization



Taylor Cox, Planner

Project Role: ADA Assessor

Taylor recently joined TOA as a Planner in the Transit Team. He has worked on multiple Ten-Year Transit Development Plans , ADA Transition Plans, and assisted the Transit Team with numerous public workshop and outreach events. Prior to joining TOA, Taylor completed a year-long internship with the City of Leawood, Kansas, Planning Department, during which he assisted in the revision of the City’s Comprehensive Plan, revised and updated ESRI statistical data, performed site analysis on current and future developments, worked on developing data for a “Complete Streets” plan, and assisted on road and bridge development projects. He has experience using ArcGIS software and is also trained in using AutoCad, CommunityVIZ, and On The Map, and TBEST.

Education

Master Regional and
Community Planning
Kansas State University

Years of Experience

2

Professional Affiliations

American Planning
Association

Student Planning
Association

Representative Projects

ADA Compliance Review & Assessment

- Pasco County Public Transportation – ADA Transportation Plan (2014–ongoing)
- Martin County – ADA Transition Plan (2014–ongoing)
- Space Coast Area Transit – ADA Transition Plan (2014–ongoing)
- Collier County – ADA Transition Plan (2013–ongoing)
- Hernando County – ADA Transition Plan (2013–14)

Comprehensive Planning

- Riverside Park Vision – St. Mary’s, Kansas (2012)

Transportation/Land Use Planning

- Revitalization of Main Street in the Village of Union, Nebraska (2012–2013)
- Assessment of Brownfield remediation and transportation

Transit Development Plans (TDPs)

- Hernando County LRTP (2013–2014)
- Pasco County LRTP (2013–2014)
- Gainesville RTS TDP (2014–2015)
- Charlotte County TDP (2013–14)
- St. Lucie County TDP (2013–14)
- Hernando County TDP (2013–14)

Transit Services

- FDOT District 4 Park–and–Ride Inventory Assessment (2014)
- Lakewood Ranch Transit Service Plan (2013)
- Palm Beach International Airport Shuttle Bus Service Assessment (2013)



Project Approach





Tab 3

Project Approach

ADA ASSESSMENTS/ADA TRANSITION PLANS

TOA's expertise and experience with ADA compliance facility assessments is unmatched. Under the guidance and oversight of a registered Professional Engineer and two International Code Council-certified Accessibility Inspectors/Plans Examiners, TOA has provided comprehensive assessments and detailed reports of deficiencies to federal, state, and local agencies related to compliance with ADA and state provisions. TOA's reports have included recommended deficiency remediation measures as well as technical guidance for problem resolution and cost estimates for actions recommended. These compliance assessments have resulted in ADA Transition Plans for many municipal agency facilities, including:

- 50 multi-use buildings at the Marine Corp Logistics Base in Albany, Georgia,
- 400+ facilities at more than 35 public agencies for the U.S. Department of Transportation's Federal Transit Administration (FTA),
- Thousands of transit facilities for public transit providers,
- The U.S. Treasury buildings (Homeland Security Administration) in Washington, DC.
- Numerous public- and employee-use facilities of various configurations, and
- Multiple ADA Transition Plans for public and private agencies throughout the U.S.

These assessments have included the review of all aspects of ADA-required accessibility elements generally categorized as:

- Accessible routes
- Parking facilities (lots and garages), passenger drop-

offs, approaches

- Maneuvering, clearances, reach ranges, and clear paths
- Elevators, stairs, ramps, curb ramps, walkways
- Doorways, landings, hardware
- Equipment access and use
- Entrances, egress routes, emergency evacuation
- Signage (visual and tactile)
- Provisions of service and other ADA-required operational requirements

TOA has also managed many national and local-level research projects related to accessible systems and innovative service designs. We offer expertise with ADA facilities and equipment accessibility solutions, as well as technical assistance to achieve ADA compliance.

PROJECT APPROACH

Facility Assessments

TOA will assess the 31 public buildings, 40 public parks, 5 marinas, multiple miles of bicycle paths, approximately 125 bus stops, 1 tennis court, and 37 properties under lease to private businesses to identify any physical barriers that limit the accessibility of them, in accordance with the Florida Building Code and the Federal ADA Accessibility Guidelines. While the City's RFP lists only the above-mentioned facilities, we understand that the City has undertaken efforts to assess street and pedestrian infrastructure for ADA compliance. To develop a complete city-wide Transition Plan, one that will fully protect the City of Key West from any potential future litigation, we propose to also assess the public access connections leading to these facilities for full ADA compliance.





TOA staff will perform the assessments using our data collection tablet and smartphone application, created by TOA under the supervision of a registered Professional Engineer and two Accessibility Inspectors/ Plans Examiners, as certified by the International Code Council. This app, which will be operated by members of the project team, allows us to perform the assessments in an efficient and effective manner. For each assessment, a GPS point will be recorded, detailed photographic records will be taken, a questionnaire detailing the site will be completed, and measurements of all barriers will be documented for inclusion into the ADA Transition Plan’s Facility Reports.

Policies and Procedures Assessments

TOA will evaluate City policies, documentation, and program execution procedures to identify any potential issues that may be discriminatory to people with disabilities. This review will include assessing the City’s website for Section 508 compliance by assuring that all images and complex graphics are accompanied by text descriptions (alt tags), tables have appropriate column and row headers, and there is sufficient contrast between text and background. We also will assess all notices, postings, agendas, and meetings announcements for compliance, including verifying font sizes, margins, and text alignments to ensure ADA compliance. We also will make sure that the City’s policy for providing these documents in an alternative format is compliant with the ADA.

We will review the responsibilities of the City’s ADA Coordinator to make sure the City is in compliance with Title II of the ADA.

ADA Transition Plan

The findings for each of the assessed facilities will be compiled into a report that will identify any defects or

deficiencies in compliance with the 2010 ADA Standards for Accessible Design, the Florida Building Code, and the 2012 Florida Accessibility Code (FAC).

This information will be used to develop an ADA Transition Plan that will document how the City of Key West should move forward to resolve any non-compliance issues. The Transition Plan will be comprehensive and include information related to any previous compliance efforts. The completion of the ADA Transition Plan will document that the City has had a continuous approach to completing its compliance efforts and will help minimize the risk and liability of future litigation.

Within the City’s ADA Transition Plan will be the facility reports for each site, detailing each of the non-compliant items and any barriers to accessibility. Where building floor plans or other facility diagrams are provided, the ADA Transition Plan will include references to specific areas of the facility necessary to provide locations and specifics of issues or deficiencies. An example facility report is provided in the “Other” section of this proposal.

Suggested Improvements

The facility reports will detail any barriers to accessibility as well a feasible conceptual solution to bring the facility into compliance. The barriers to accessibility and the recommended mitigation will be noted in the facility diagrams. Necessary improvements for ADA compliance as well as suggestions that could improve the accessibility of the assessed facilities, accessible connections, and accessible routes by individuals with disabilities will be recommended. These recommendations for remediation will include sketches, photos, or renderings as necessary to explain the recommendations and to provide a visual





Tab 3 – Project Approach

representation of what corrective action may be required. These representations should not be considered anything more than suggested designs for remediation based on our expertise and not final design documents.

Cost Estimation

Detailed estimates of probable cost for efforts to achieve compliance will be calculated based on industry standards for construction and/or from established cost data provided by City staff. These costs will provide a consolidated facility cost for remediation of ADA deficiencies and an overall order-of-magnitude cost for use in planning and budgeting efforts. The costs for specific elements, such as square footage for materials, labor, as well as crew and job costs, will be coordinated with City staff to ensure we are using costs that are acceptable to the City.

Priorities

The cost estimation for each of the suggested improvements as well as the severity of the barrier will be evaluated to develop priorities for each of the improvements at each facility and accessible path. Priorities will be suggested so the City can quickly and cheaply resolve as many non-compliant barriers as possible. Based upon the priority score given to each barrier, the City's projected budget for ADA improvements, and the City's own priorities, a schedule will be developed that will tentatively identify the order and year each non-compliant barrier is scheduled to be mitigated.

Enhanced Graphics

The graphics, included in the "Other" section of the proposal, demonstrate some of TOA's enhanced visualization capabilities. Our design team includes

highly-talented engineers, photographers, and designers who can visually communicate solutions to problems, such as barriers to accessibility. By creating a montage from a photo of the existing conditions combined with a representation of the our proposed mitigation, citizens, advocacy groups, City staff, commissioners, planners, engineers, and construction crews can easily visualize the proposed solution to the deficiency.

Data Collection App

As previously mentioned, TOA performs ADA assessments of facilities using a smartphone and tablet app created by TOA, under the supervision of a registered Professional Engineer and two Accessibility Inspectors/Plans Examiners. This unique and innovative data collection method is the most cost-effective approach to ADA assessments. This highly-dynamic and customizable app will ensure that all pertinent data are collected in the most time-efficient manner. There is no need for paper forms, since the app asks questions and prompts the user to answer them based on a simple drop-down menu. Based on those answers, additional questions are shown/hidden so as to fully record all data at that particular location. Photos are then taken of all potential deficiencies, and all data are geocoded at the location of the facility being assessed. The data are then sent electronically to our secure servers for backup. The surveyed data are then rigorously quality controlled before being included in our facility assessment reports.

Public Outreach

TOA staff offer extensive experience working with the disability community and have organized many related successful public involvement efforts, including community outreach and meetings, focus groups,





survey research, and evaluation activities. TOA encourages its clients to pursue active community involvement programs, both to educate and include individuals and groups representing people with disabilities and older adults as advocates to the agency to further understanding and cooperation.

These public participation and public outreach activities can be large or small. We prefer to conduct face-to-face outreach efforts by going to where the people are, such as community events, libraries, farmer’s markets, or town hall meetings. We also find that using social media, such as Facebook and Twitter, and creating an interactive project website allows the public to interact with us 24 hours a day for the duration of the project.

In sum, TOA brings unmatched expertise in ADA compliance and can offer you unparalleled services in the development of your ADA Transition Plan. We are confident that the City of Key West will benefit from this expertise.



Ability to Accomplish the Work





Tab 4

Ability to Accomplish the Work

ABILITY TO ACCOMPLISH THE WORK

In TOA's 25 years of business, we have never failed to complete a contract or project.

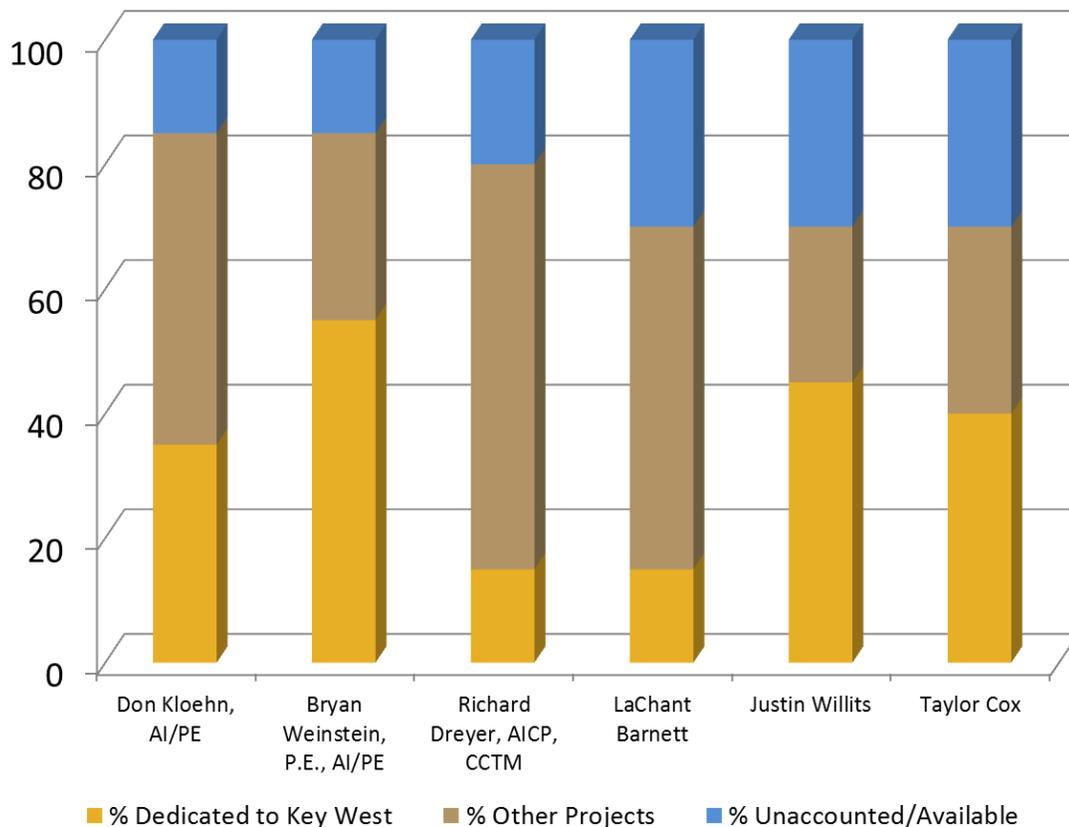
Staff Workloads

The availability chart, shown below, illustrates the proportion of time each key staff person will dedicate to the City of Key West ADA Transition Plan project. In addition, the chart shows what proportion of each

person's time is currently dedicated to other projects and what proportion of their time is unaccounted for and available for the City of Key West's project should it be needed.

Comparable Projects

The following pages describe four comparable projects, the key personal who worked on them, and their associated references.





Tab 4 – Ability to Accomplish the Work

PROJECT #1 — MARINE CORPS ADA TRANSITION PLAN

Agency: Marine Corps Logistics Base
Albany, Georgia

Client Satisfaction Statement:

The client was satisfied with TOA's design and service.

Description of Services:

The Marine Corp Logistics Base in Albany, Georgia, contracted with TOA to develop an ADA Transition Plan for its 50 facilities and accessible paths. TOA staff performed the physical assessments of 50 facilities to determine ADA compliance, performed analysis of the services offered at each facility for compliance, and provided design recommendations for remediation of all deficiencies, and developed cost estimates for the needed improvements.

Project Highlights:

- Comprehensive inventory and assessment of 50 facilities.

Solutions Implemented:

- Developed a transition plan and financial plan for recommended facility improvements.
- Created facility diagrams for each barrier needing mitigation.

Key Staff Members and Roles:

Don Kloehn, AI/PE *Project Manager/ADA Assessor*



Due to a ramp with an excessive slope, no accessible route from the parking lot to the band hall was provided.



The theater building, located on the Marine Corps base, was assessed.

Contact Information:

Commander Michelle Peralta
Engineering Command
(229) 639-7221





PROJECT #2 — SCAT ADA TRANSITION PLAN

Agency: Space Coast Area Transit
Brevard County, Florida

Client Satisfaction Statement:

The project is still in progress. To date, the client is satisfied with TOA’s design and service.

Description of Services:

To help improve access to and from, security at, and operations of its 1,100 bus stops and multiple transfer facilities, Space Coast Area Transit (SCAT) contracted with TOA to conduct a Bus Stop Accessibility Study and create an ADA Transition Plan. The study included a comprehensive inventory and assessment of the conditions at SCAT’s bus stops and transfer facilities, which helped identify and prioritize improvements to address accessibility, security, operation, and passenger comfort issues. The results of this study supported SCAT’s vision for improving its overall service in providing enhanced passenger amenities and accessible bus stops per ADA guidelines.

Project Highlights:

- Comprehensive inventory and assessment of 1,100 bus stops.
- Assistance with data collection efforts by SCAT staff.

Solutions Implemented:

- Currently developing phasing and financial plan for recommended bus stop/facilities improvements.

Key Staff Members and Roles:

Don Kloehn, AI/PE	<i>Project Executive</i>
Bryan Weinstein, P.E., AI/PE	<i>Project Manager/ADA Assessor</i>
Justin Willits	<i>ADA Assessor</i>
Taylor Cox	<i>ADA Assessor</i>



Inaccessible bench at a SCAT transfer point.



Example of compliant bus stops at a SCAT transfer point.

Contact Information:

Jim Liesenfelt
Transit Director
(321) 635-7815 x601
jim@ridescat.com





Tab 4 – Ability to Accomplish the Work

PROJECT #3— CITY OF KEY WEST TRANSIT DEVELOPMENT PLAN

Agency: Key West Transit
Key West, Florida

Description of Services

TOA is developing a 10-year Transit Development Plan (TDP) for the future operation of transit service and set a vision that the department can implement benefitting residents and tourists. TOA is conducting public outreach and goal-setting activities, complete demographic analyses, situational appraisal, a peer review, and a financial plan.

Project Highlights

- Assessment of current service, along with a comparison of the operating characteristics of similar systems.
- Public outreach to produce a plan based on the operating environment, sound financial management, and also inclusive of public input.
- Review potential for additional routing and services to maximize the use of transit service to improve workforce transportation and leisure travel.

Project Issues

- Identifying funding to support any recommended increases to existing service.

Solutions Implemented

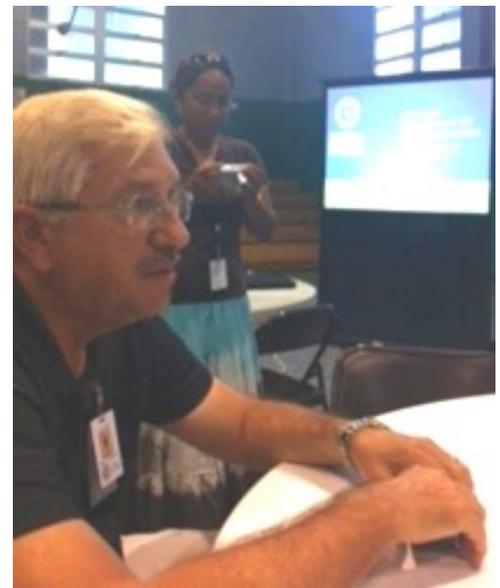
- Interviewing stakeholders, customers, and bus operators has provided useful information to develop transit alternatives that could be implemented over the next 10 years.
- Work is under way for drafting and finalizing the TDP.

Key Staff Members and Roles:

Richard Dreyer, AICP, CCTM Quality Control Officer
LaChant Barnett Project Manager



Current Key West Transit shared



Public outreach conducted with KWT staff at Frederick Douglass Gym.

Contact Information:

Norman Whitaker
 Director of Transportation
 (305) 809-3918
 NWhitaker@keywestcity.com





Tab 4 – Ability to Accomplish the Work

PROJECT #4 — LAKEXPRESS ADA ACCESS COMPLIANCE/ SHELTER PLACEMENT

Agency: LakeXpress
Lake County, Florida

Client Satisfaction Statement:

Client satisfied with TOA’s design and service.

Description of Services:

With the startup of the LakeXpress fixed-route transit service in Lake County, the County has been working on the identification of appropriate locations for and the implementation of bus stops throughout the service area. The County identified 174 existing bus stops proposed locations for 28 shelters. To help improve the access, security, and operations, TOA conducted a Bus Stop Accessibility Study of the existing and proposed bus stops and shelters that included a comprehensive inventory and assessment of the conditions at LakeXpress and provided detailed computerized drawings of the proposed shelters. The results of this study supported the LakeXpress vision for improving its overall service in providing enhanced passenger amenities and accessible bus stops per ADA guidelines.

Project Highlights:

- Comprehensive bus stop inventory and assessment of existing and proposed bus stop locations.
- Detailed drawings of all of proposed shelters.

Solutions Implemented:

- Developed a phasing and financial plan for recommended bus stop improvements and shelter construction.

Key Staff Members and Roles:

Don Kloehn, AI/PE *Project Executive*

Contact Information:

Kenneth Harley
Public Transportation Manager
(352) 343-9800
kharley@co.lake.fl.us



Mock-up of proposed LakeXpress shelter.



Mock-up of proposed LakeXpress bus stop shelter.





Tab 4 – Ability to Accomplish the Work

PROJECT #5 — THE BUS ADA TRANSITION PLAN

Agency: Hernando County MPO
Hernando County, Florida

Client Satisfaction Statement:

The client is satisfied with TOA’s design, service, and ADA Transition Plan.

Description of Services:

To help improve access to and from, security at, and operations of its 180 bus stops and two transfer points, the Hernando Express (THE Bus) and the Hernando County MPO contracted with TOA to conduct a Bus Stop Accessibility Study and create an ADA Transition Plan. The study included a comprehensive inventory and assessment of the conditions at the MPO’s bus stops and transfer facilities, which helped identify and prioritize improvements to address accessibility, security, operation, and passenger comfort issues. The results of this study support the MPO’s vision for improving its overall service in providing enhanced passenger amenities and accessible bus stops per ADA guidelines.

Project Highlights:

- Comprehensive inventory and assessment of 1,100 bus stops.
- Community wanted additional infrastructure, such as benches and shelters, at all bus stops

Solutions Implemented:

- Developed phasing and financial plan for recommended bus stop/facilities improvements
- Developed priority list, based on ridership, for additional benches and shelters to be placed at all stops

Key Staff Members and Roles:

Don Kloehn, AI/PE	<i>Project Executive</i>
Bryan Weinstein, P.E., AI/PE	<i>Project Manager/ADA Assessor</i>
Justin Willits	<i>ADA Assessor</i>
Taylor Cox	<i>ADA Assessor</i>



New boarding and alighting area.



THE Bus’s transfer point.

Contact Information:

Dennis Dix
MPO Coordinator
(352) 754-4057
DennisD@co.hernando.fl.us



Other



Photo courtesy of www.seefloridago.org



Tab 5

Other

SUPPORTING MATERIAL

As mentioned in previous sections of the proposal, TOA takes pride in our innovative work approach. As such, below is an example of a technical facility report for a non-compliant bus stop.

A technical facility report was generated for each assessed location, using data collected with TOA's unique state-of-the-art ADA Assessment app. The data were then manually checked for quality, and recommendations were developed to bring each location into compliance with the ADA.

Location: US 19 & WAL-MART Route(s): Purple Line, Red Line		ID: 38 Direction: Southbound		Yearly Ridership: 7,533 Suggested Amenities: Shelter Already Installed	
ADA Compliant: No Quick Fixes: Yes Non-Compliant Features: Sign not compliant		Scoring: Accessibility: 1.3 Safety 1.3 Operational: 0.3 Cost: 4 Ridership: 16 Total: 22.9 Rank: 10 Total Cost: \$1,745		Stop Location: On the sidewalk (adjacent to the street with a raised curb) Bus Location: In a "no parking" portion of a street lane Relation to Intersection: At street, on far side of intersection Hazards: None	
					
Northbound		Southbound		Supplemental Photo 1	
					
Eastbound		Westbound		Supplemental Photo 2	
Marked Crosswalk: Yes Detectable Warning: No Detectable Full Width: N/A Curb Ramp: Yes Curb Ramp Slope: Yes Curb Ramp Unobstructed: N/A		Protected Crosswalk: Yes Detectable Warning Condition: N/A 24" Detectable Warning: N/A Smooth Transition at Curb Ramp: Yes Curb Ramp Surface: Yes		Shelter: Yes Shelter Condition: Fair Wheelchair: Yes Clear Space: Yes Accessible Connection: Yes Shelter Notes:	
Trip Generators: Retail		Field Notes: The picture shows a potential (already elevated) curb for B&A area 35 feet south of current bus stop shelter.			
Recommendations: Add bus stop sign. Add a 6" raised curb and re-pave a 5'x8' slab for B&A area. Make sure the slope from the B&A area to the existing pavement is <=8.3%. Add detectable warnings at crosswalk.					





DIGITAL MANIPULATION

TOA also has the ability to digitally manipulate photographs. As shown below, the original photograph shows what the current non-compliant location looks like and the digitally manipulated photograph demonstrates what the site will look like after the necessary improvements are built. This before-and-after visualization easily allows everyone to fully understand the proposed ADA-compliant design.



Required Forms





Tab 6

Required Forms

Per the requirements of RFP# 008-14, the following forms are provided in this section:

- Evidence of Errors and Omissions Insurance/Certificate of Insurance
- Current Occupational Licenses
- Anti-Kickback Affidavit
- Public Entity Crimes Certification
- Local Vendor Certification
- Cone of Silence Affidavit
- Domestic Partner Benefit
- Addendum No. 1
- Addendum No. 2
- Addendum No. 3
- Addendum No. 4
- Addendum No. 5
- Addendum No. 6





Tab 6 – Required Forms

Client#: 1048400

TINDAOLI1

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/24/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Insurance Services, LLC, 1715 N. Westshore Blvd. Suite 700 Tampa, FL 33607		CONTACT NAME: PHONE (A/C, No, Ext): 813 321-7500 FAX (A/C, No): E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A : Travelers Indemnity Company of	25682
INSURED Tindale-Oliver & Associates, Inc. 1000 N Ashley Dr., Suite 400 Tampa, FL 33602		INSURER B : Commerce & Industry Insurance C	19410
		INSURER C : Travelers Casualty and Surety C	31194
		INSURER D : XL Specialty Insurance Company	37885
		INSURER E :	
		INSURER F :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	X	6808127L852	02/24/2014	02/24/2015	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X	X	BA8130L506	02/24/2014	02/24/2015	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	UMBRELLA LIAB EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$0	X	X	BE015483115	02/24/2014	02/24/2015	EACH OCCURRENCE \$9,000,000 AGGREGATE \$9,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	UB7082Y317	09/01/2013	09/01/2014	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
D	Professional Liability			DPR9715962	04/20/2014	04/20/2015	\$2,000,000 per claim \$2,000,000 annl aggr.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Professional Liability coverage is written on a claims-made basis.

CERTIFICATE HOLDER FOR PROPOSAL PURPOSES	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

© 1988-2010 ACORD CORPORATION. All rights reserved.





CITY OF KEY WEST, FLORIDA

Business Tax Receipt

This Document is a business tax receipt
Holder must meet all City zoning and use provisions.
P.O. Box 1409, Key West, Florida 33040 (305) 809-3955

Business Name TINDALE OLIVER & ASSOCIATES IN CtlNbr:0023734
Location Addr 1000 N ASHLY DR 400
Lic NBR/Class 14-00029247 SERVICE - PROFESSIONAL
Issue Date: April 22, 2014 Expiration Date: September 30, 2014
License Fee \$154.88
Add. Charges \$0.00
Penalty \$0.00
Total \$154.88

Comments: PLANNING AND ENGINEERING CONSULTANT

User: CWALKER Type: OC Drawer: 1
Date: 4/22/14 53 Receipt no: 24314
2014 29247
LIC OCCUPATIONAL RENEWAL

1.00 \$154.88
UN. VISA/MASTERC \$154.88
Total tendered \$154.88
TINDALE OLIVER & ASSOCIATES IN \$154.88

This document must be prominently displayed.

TINDALE OLIVER & ASSOCIATES IN
1000 N ASHLY DR 400

Trans date: 4/22/14 Time: 14:47:56

TAMPA FL 33602





State of Florida Department of State

I certify from the records of this office that TINDALE-OLIVER & ASSOCIATES, INC. is a corporation organized under the laws of the State of Florida, filed on January 13, 1989.

The document number of this corporation is K58299.

I further certify that said corporation has paid all fees due this office through December 31, 2014, that its most recent annual report/uniform business report was filed on January 17, 2014, and its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Seventeenth day of January,
2014*



Ken Detjmer
Secretary of State

Authentication ID: CC0309067655

To authenticate this certificate, visit the following site, enter this ID, and then follow the instructions displayed.

<https://efile.sunbiz.org/certauthver.html>





State of Florida
Board of Professional Engineers
2639 North Monroe Street, Suite B-112
Tallahassee, FL 32303-5268

Tindale-Oliver & Associates, Inc.
1000 N ASHLEY DRIVE
SUITE 400
TAMPA, FL 336023719

Each licensee is solely responsible for notifying the Florida Board of Professional Engineers in writing the licensee’s current address.

Name changes require legal documentation showing name change. An original, a certified copy, or a duplicate of an original or certified copy of a document which shows the legal name change will be accepted unless there is a question about the authenticity of the document raised on its face, or because the genuineness of the document is uncertain, or because of another matter related to the application.

At least 90 days prior to the expiration date shown on this license, a notice of renewal will be sent to your last known address. If you have not yet received your notice 60 days prior to the expiration date, please call (850) 521-0500, or write, Florida Board of Professional Engineers, 2639 North Monroe Street, Suite B-112, Tallahassee, FL 32303-5268 or e-mail: board@fbpe.org. Our website address is <http://www.fbpe.org>.

State of Florida
 Board of Professional Engineers
 Attests that
Tindale-Oliver & Associates, Inc.


 FLORIDA BOARD OF PROFESSIONAL ENGINEERS

is authorized under the provisions of Section 471.023, Florida Statutes, to offer engineering services to the public through a Professional Engineer, duly licensed under Chapter 471, Florida Statutes.

Expiration: 2/28/2015 CA Lic. No: 5249
 Audit No: 228201501757 Certificate of Authorization





State of Florida
 Board of Professional Engineers
 Attests that
Bryan Weinstein, P.E.



is licensed as a Professional Engineer under Chapter 471, Florida Statutes
 Expiration: 2/28/2015 P.E. Lic. No: 70704
 Audit No: 228201508427

INTERNATIONAL CODE COUNCIL
DONALD KLOEHN

The International Code Council attests that the individual named on this certificate has satisfactorily demonstrated knowledge as required by the International Code Council by successfully completing the prescribed written examination based on codes and standards then in effect, and is hereby issued this certification as:

Accessibility Inspector/Plans Examiner

Given this day of January 6, 2010

Certificate No. 8023066-21

Ronald L. Lynn, President, Board of Directors Richard P. Weiland, Chief Executive Officer

This certificate is the property of ICC and must be returned to ICC in the event of suspension or revocation of the certificate.

INTERNATIONAL CODE COUNCIL
BRYAN WEINSTEIN

The International Code Council attests that the individual named on this certificate has satisfactorily demonstrated knowledge as required by the International Code Council by successfully completing the prescribed written examination based on codes and standards then in effect, and is hereby issued this certification as:

Accessibility Inspector/Plans Examiner

Given this day of February 24, 2014

Certificate No. 8203944

Stephen D. Jones, CBD, President, Board of Directors Dominic Sims, Chief Executive Officer

This certificate is the property of ICC and must be returned to ICC in the event of suspension or revocation of the certificate.

The American Institute of Certified Planners

The Professional Institute of the American Planning Association

hereby qualifies

Richard L. Dreyer

as a member with all the benefits of a Certified Planner and responsibility to the AICP Code of Ethics and Professional Conduct.

Certified Planner Number: 021305

February 9, 2007

 PRESIDENT  EXECUTIVE DIRECTOR



ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA

SS

COUNTY OF ~~MONROE~~
Hillsborough

I, the undersigned, hereby duly sworn, depose and say that no portion of the sum herein bid will be paid to any employee of the City of Key West as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

BY: William L. Ball

William L. Ball, AICP Chief Operating Officer

sworn and prescribed before me this 16th day of June, 2014

Jenna L. Owen
Jenna L. Owen
NOTARY PUBLIC, State of Florida



My commission expires: September 25, 2016

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A)

FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS,

1. This sworn statement is submitted to City of Key West

by William L. Ball, AICP Chief Operating Officer

(Print individual's name and title)

for Tindale-Oliver & Associates, Inc.

(print name of entity submitting sworn statement)

whose business address is 1000 N. Ashley Drive, Suite 400. Tampa, FL 33602

and (if applicable) its Federal Employer Identification Number (FEIN)

is 59-2929811

(If the entity has no FEIN, include the Social security Number of the individual signing this sworn statement: _____)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "conviction" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment of information after July 01, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime;
or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. the term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment of income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement (indicate which statement applies).

Neither the entity submitting this sworn statement, or any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 01, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 01, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH ONE (1) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR THE CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

William L. Ball

(SIGNATURE)

William L. Ball, AICP Chief Operating Officer

June 16, 2014

(DATE)

STATE OF Florida

COUNTY OF Hillsborough

PERSONALLY APPEARED BEFORE ME, the undersigned

authority William L. Ball who, after first being sworn by me,

(name of individual)

affixed his/her signature in the space provided above on this 16th day of June, 2014

Jenna L. Owen

28



Not Applicable

LOCAL VENDOR CERTIFICATION PURSUANT TO CKW ORDINANCE 09-22 SECTION 2-798

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a "Local Business." For purposes of this section, "local business" shall mean a business which:

- a. Principle address as registered with the FL Department of State located within 30 miles of the boundaries of the City, listed with the chief licensing official as having a business tax receipt with its principle address within 30 miles of the boundaries of the City for at least one year immediately prior to the issuance of the solicitation.
- b. Maintains a workforce of at least 50 percent of its employees from the City or within 30 miles of its boundaries.
- c. Having paid all current license taxes and any other fees due the City at least 24 hours prior to the publication of the call for bids or request for proposals.
- o Not a local vendor pursuant to Ordinance 09-22 Section 2-798
- o Qualifies as a local vendor pursuant to Ordinance 09-22 Section 2-798

If you qualify, please complete the following in support of the self certification & submit copies of your County and City business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Business Name

Phone:

Current Local Address:

Fax:

(P.O Box numbers may not be used to establish status)

Length of time at this address

Signature of Authorized Representative

Date

Not Applicable

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20__.

By _____
of _____

(Name of officer or agent, title of officer or agent) Name of corporation
acknowledging)

or has produced _____ as
identification

(type of identification)

Signature of Notary

Return Completed form with
of Notary

Print, Type or Stamp Name

Supporting documents to:

City of Key West Purchasing

Title or Rank

CONE OF SILENCE AFFIDAVIT

STATE OF Florida)

: SS

COUNTY OF Hillsborough)

I the undersigned hereby duly sworn depose and say that all owner(s), partners, officers, directors, employees and agents representing the firm of Tindale-Oliver & Associates, Inc. have read and understand the limitations and procedures regarding communications concerning City of Key West issued competitive solicitations pursuant to City of Key West Ordinance Section 2-773 Cone of Silence (attached).

William L. Ball

William L. Ball, AICP Chief Operating Officer

Sworn and subscribed before me this

16th day of June, 2014.

Jenna L. Owen

Jenna L. Owen
NOTARY PUBLIC, State of Florida at Large

My Commission Expires: September 25, 2016



Sec. 2-773. Cone of Silence

(a) Definitions. For purposes of this section, reference to one gender shall include the other, use of the plural shall include the singular, and use of the singular shall include the plural. The following definitions apply unless the context in which the word or phrase is used requires a different definition:

1) **Competitive Solicitation** means a formal process by the City of Key West relating to the acquisition of goods or services, which process is intended to provide an equal and open opportunity to qualified persons and entities to be selected to provide the goods or services. Competitive Solicitation shall include request for proposals ("RFP"), request for qualifications ("RFQ"), request for letters of interest ("RFLI"), invitation to bid ("ITB") or any other advertised solicitation.

2) **Cone of Silence** means a period of time during which there is a prohibition on communication regarding a particular Competitive Solicitation.

3) **Evaluation or Selection Committee** means a group of persons appointed or designated by the City to evaluate, rank, select, or make a recommendation regarding a Vendor or the Vendor's response to the Competitive Solicitation. A member of such a committee shall be deemed a City official for the purposes of subsection (c) below.

4) **Vendor** means a person or entity that has entered into or that desires to enter into a contract with the City of Key West or that seeks an award from the City to provide goods, perform a service, render an opinion or advice, or make a recommendation related to a Competitive Solicitation for compensation or other consideration.

5) **Vendor's Representative** means an owner, individual, employee, partner, officer, or member of the board of directors of a Vendor, or a consultant, lobbyist, or actual or potential subcontractor or sub consultant who acts at the behest of a Vendor in communicating regarding a Competitive Solicitation.

(b) Prohibited Communications: A Cone of Silence shall be in effect during the course of a Competitive Solicitation and prohibit:

- 1) Any communication regarding a particular Competitive Solicitation between a potential Vendor or Vendor's Representative and the City's administrative staff including, but not limited to, the City manager and his or her staff;
- 2) Any communication regarding a particular Competitive Solicitation between a potential Vendor or Vendor's Representative and the Mayor, City Commissioners, or their respective staff;
- 3) Any communication regarding a particular Competitive Solicitation between a potential Vendor or Vendor's Representative and any member of a City evaluation and/or selection committee therefore; and
- 4) Any communication regarding a particular Competitive Solicitation between the Mayor, City Commissioners, or their respective staff, and a member of a City evaluation and/or selection committee therefore.

(c) Permitted Communications: Notwithstanding the foregoing, nothing contained herein shall prohibit:

- 1) Communication between members of the public who are not Vendors or a Vendor's representative and any City employee, official or member of the City Commission;
 - 2) Communications in writing at any time with any City employee, official or member of the City Commission, unless specifically prohibited by the applicable Competitive Solicitation.
- (A) However, any written communication must be filed with the City Clerk. Any City employee, official or member of the City Commission receiving or making any written communication must immediately file it with the City Clerk.

(B) The City Clerk shall include all written communication as part of the agenda item when publishing information related to a particular Competitive Solicitation.

3) Oral communications at duly noticed pre-bid conferences;

4) Oral presentations before publically noticed evaluation and/or selection committees;

5) Contract discussions during any duly noticed public meeting;

6) Public presentations made to the City Commission or advisory body thereof during any duly noticed public meeting;

7) Contract negotiations with City staff following the award of a Competitive Solicitation by the City Commission; or

8) Purchases exempt from the competitive process pursuant to section 2-797 of these Code of Ordinances.

(d) Procedure

1) The Cone of Silence shall be imposed upon each Competitive Solicitation at the time of Public Notice of such solicitation as provided by section 2-826 of this Code. Public notice of the Cone of Silence shall be included in the notice of the Competitive Solicitation. The City manager shall issue a written notice of the release of each Competitive Solicitation to the affected departments, with a copy thereof to each Commission member, and shall include in any public solicitation for goods and services a statement disclosing the requirements of this ordinance.

2) The Cone of Silence shall terminate at the time the City Commission or other authorized body makes final award or gives final approval of a contract, rejects all

bids or responses to the Competitive Solicitation, or takes other action which ends the Competitive Solicitation.

3) Any City employee, official or member of the City Commission that is approached concerning a Competitive Solicitation while the Cone of Silence is in effect shall notify such individual of the prohibitions contained in this section. While the Cone of Silence is in effect, any City employee, official or member of the City Commission who is the recipient of any oral communication by a potential Vendor or Vendor's Representative in violation of this section shall create a written record of the event. The record shall indicate the date of such communication, the persons with whom such communication occurred, and a general summation of the communication.

(e) Violations/penalties and procedures.

1) A sworn complaint alleging a violation of this ordinance may be filed with the City Attorney's office. In each such instance, an initial investigation shall be performed to determine the existence of a violation. If a violation is found to exist, the penalties and process shall be as provided in section 1-15 of this Code.

2) In addition to the penalties described herein and otherwise provided by law, a violation of this ordinance shall render the Competitive Solicitation void at the discretion of the City Commission.

3) Any person who violates a provision of this section shall be prohibited from serving on a City of Key West advisory board, evaluation and/or selection committee.

4) In addition to any other penalty provided by law, violation of any provision of this ordinance by a City of Key West employee shall subject said employee to disciplinary action up to and including dismissal.

5) If a Vendor is determined to have violated the provisions of this section on two more occasions it shall constitute evidence under City Code section 2-834 that the

Vendor is not properly qualified to carry out the obligations or to complete the work contemplated by any new Competitive Solicitation. The City's Purchasing Agent shall also commence any available debarment from City work proceeding that may be available upon a finding of two or more violations by a Vendor of this section.

EQUAL BENEFITS FOR DOMESTIC PARTNERS AFFIDAVIT

STATE OF FLORIDA)
: SS

COUNTY OF ~~MONROE~~)
Hillsborough

I, the undersigned hereby duly sworn, depose and say that the firm of Tindale-Oliver & Associates, Inc.

provides benefits to domestic partners of its employees on the same basis as it provides benefits to employees' spouses, per City of Key West Code of Ordinances Sec. 2-709.

By: William L. Ball
William L. Ball, AICP Chief Operating Officer

Sworn and subscribed before me this 16th day of June 2014.

Jenna L. Owen
NOTARY PUBLIC, State of Florida at Large
Jenna L. Owen



My Commission Expires: September 25, 2016



THE CITY OF KEY WEST

POST OFFICE BOX 1409
KEY WEST, FLORIDA 33041-1409
WWW.KEYWESTCITY.COM

ADDENDUM NO. 1 ADA Transition Plan

To All Proposers:

The following change is hereby made a part of RFP 008 – 14, as fully and as completely as if the same were fully set forth therein:

According to the RFP, there are two different dates for the pre-proposal meeting (pg. 2 and pg. 8). Please clarify the correct date, time and location. **The correct information is June 11, 2014 at 10:00 a.m. Location Old City Hall 510 Greene Street, Key West, FL 33040**

One more question, on page 6 it says to submit a single binder, but then it says 2 copies. We are assuming that you want 2 binders. Is that correct? **Yes, two binders are requested.**

All Proposers shall acknowledge receipt and acceptance of this Addendum No. by acknowledging Addendum in their proposal or by submitting the addendum with the bid package. Bids submitted without acknowledgement or without this Addendum may be considered non-responsive.


Signature

William L. Ball, AICP
Chief Operating Officer

Tindale-Oliver & Associates, Inc.
Name of Business



THE CITY OF KEY WEST

POST OFFICE BOX 1409
KEY WEST, FLORIDA 33041-1409
WWW.KEYWESTCITY.COM

ADDENDUM NO. 2 ADA Transition Plan

To All Proposers:

The following change is hereby made a part of RFP 008-14 – ADA Transition Plan, as fully and as completely as if the same were fully set forth therein:

The following question was presented to the Code Department

1. Regarding the scope of service, would you confirm the RFP is only for site accessibility, or does it include assessment and remediation of building elements as well?

The final transition plan shall include ALL elements required to be ADA compliant.

All Proposers shall acknowledge receipt and acceptance of this Addendum No. by acknowledging Addendum in their proposal or by submitting the addendum with the bid package. Bids submitted without acknowledgement or without this Addendum may be considered non-responsive.



Signature

William L. Ball, AICP
Chief Operating Officer

Tindale-Oliver & Associates, Inc.

Name of Business

ADDENDUM NO. 3
ADA Transition Plan

To All Proposers:

The following change is hereby made a part of RFP 008 – 14 ADA Transition Plan, as fully and as completely as if the same were fully set forth therein:

A non-mandatory pre-submission conference was held at Old City Hall 510 Greene St Key West, FL on 11 June 2014 10:00 am. In attendance were:

**Asst. City Manager, Sarah Spurlock
Planning Director, Don Craig
Code Director, Jim Young
ADA Coordinator, Peg Corbett**

Present for the meeting were prospective applicants for proposal:

**George Huddleston, PE, LEED AP Littlejohn – Orlando Florida
Ronald Reekes, Regional Manager Wendel – Richmond VA
L. Steven Hurley, Vice President DDAI – Marathon Florida**

This meeting was recorded. If you would like a copy of the saved recording please contact the ADA Coordinator via email.

A request was made to do a walkthrough of a sampling of properties included in the RFP. The walkthrough is scheduled for the 18th of June 2014 beginning at 8:00 am.

**Key West Botanical Gardens
Mosquito Control
Southernmost Beach Cafe
Bayview Park
Hockey Skate Rink
Douglas Gym**

All Proposers shall acknowledge receipt and acceptance of this Addendum No. by acknowledging Addendum in their proposal or by submitting the addendum with the bid package. Bids submitted without acknowledgement or without this Addendum may be considered non-responsive.



Signature
William L. Ball, AICP
Chief Operating Officer

Tindale-Oliver & Associates, Inc.
Name of Business

ADDENDUM NO. 4
ADA Transition Plan

To All Proposers:

The following change is hereby made a part of RFP 008 – 14 ADA Transition Plan, as fully and as completely as if the same were fully set forth therein:

The following question was asked:

What is meant to be an inclusive city-wide ADA Transition Plan? Do all of the sidewalks within the city need to be assessed too?

SusanBoda
Marketing Coordinator

Sidewalks and Curb cuts are excluded from this RFP.

All Proposers shall acknowledge receipt and acceptance of this Addendum No. by acknowledging Addendum in their proposal or by submitting the addendum with the bid package. Bids submitted without acknowledgement or without this Addendum may be considered non-responsive.



Signature
William L. Ball, AICP
Chief Operating Officer

Tindale-Oliver & Associates, Inc.
Name of Business



THE CITY OF KEY WEST

POST OFFICE BOX 1409
KEY WEST, FLORIDA 33041-1409

WWW.CITYOFKEYWEST.COM

ADDENDUM NO. 5
ADA Transition Plan

To All Bidders:

The following information is provided in accordance with RFP 008-14 as fully and as completely as if the same were fully set forth therein:

Question:

EMG is preparing a proposal in response to the RFP for the ADA Transition Plan of the City's facilities. Can you provide a property list which contains square footages for the buildings and acreage for the parks? This would be helpful in determining our fee proposal.

Thank you,
Christine H. Mangum |Proposal & Marketing Coordinator
EMG | 222 Schilling Circle, Suite 275 | Hunt Valley, Maryland 21031

Answer:

The City did not provide that information since the City is unsure of what would be required for compliance for each building and park. Each park and building will probably have different requirements.

All Bidders shall acknowledge receipt and acceptance of this Addendum No. by acknowledging Addendum in their proposal or by submitting the addendum with the bid package. Bids submitted without acknowledgement or without this Addendum may be considered non-responsive.

Handwritten signature of William L. Ball in blue ink.

Signature

William L. Ball, AICP

Chief Operating Officer

Tindale-Oliver & Associates, Inc.

Name of Business



THE CITY OF KEY WEST

POST OFFICE BOX 1409
KEY WEST, FLORIDA 33041-1409
WWW.KEYWESTCITY.COM

ADDENDUM NO. 6 ADA Transition Plan

To All Bidders:

The following information is provided in accordance with RFP 008-14 as fully and as completely as if the same were fully set forth therein:

Due to addendum number 5 not being published in a timely fashion the deadline for the submittal of the request for proposals for the ADA Transition Plan has been extended to July 2, 2014 at 3:00 p.m. The City Clerk will be returning all submitted proposal unopened on June 26, 2014 at the cost of the City.

All Bidders shall acknowledge receipt and acceptance of this Addendum No. by acknowledging Addendum in their proposal or by submitting the addendum with the bid package. Bids submitted without acknowledgement or without this Addendum may be considered non-responsive.



Signature

William L. Ball, AICP
Chief Operating Officer

Tindale-Oliver & Associates, Inc.
Name of Business

TOA Office Locations

Tampa

1000 N. Ashley Dr.
Suite 400
Tampa, FL 33602
(813) 224-8862

Orlando

135 W. Central Blvd.
Suite 450
Orlando, FL 32801
(407) 657-9210

Bartow

545 N. Broadway Ave.
Bartow, FL 33830
(863) 533-8454

Fort Lauderdale

6301 NW 5th Way
Suite 1400
Fort Lauderdale, FL 33309
(954) 641-5680

Baltimore

10 S. Howard St.
Suite 110
Baltimore, MD 21201
(443) 438-5392

Seattle

5301 1st Ave NW
Seattle, WA 98107
(206) 858-2202