

City of Lynnwood, Washington  
Request For Statement of Qualifications  
Consultant Services

**AMERICANS WITH DISABILITIES ACT SELF-EVALUATION & TRANSITION PLAN**

**Response Deadline: 4:00 pm August 3, 2016**

The City of Lynnwood, Washington, is requesting a Statement of Qualifications (SOQ) from professional engineering firms experienced in the evaluation and development of program and facility accessibility plans to assist the City in completing the American with Disabilities Act (ADA) self-evaluation and transition plan for public buildings; parks and recreational facilities; program; and public right-of-ways.

**Background and Project Overview:**

The City currently has approximately (37) public buildings, (28) public parks, (25.1) miles of trails, (149) miles of sidewalks, and over (1000) pedestrian ramps. To comply with 28 CFR Part 35.150(d), the City has done preliminary assessment of curb ramps and overall condition assessment of the physical condition of various elements of each park. The City has also started a draft of the ADA transition plan.

The City of Lynnwood has made some improvements to its infrastructures resulting in modifications of existing facilities. Various revisions to the ADA regulation codes may have caused some previously constructed improvements to become no longer in compliance with current codes. The City need assistance to (I) complete a full self-evaluation of current public buildings; parks and recreational facilities; program; and public right-of-ways and (II) complete the ADA Transition plan. The transition plan will (1) identify physical obstacles limiting accessibility, (2) describe methods to be used to make the site accessible, (3) specify a schedule for achieving compliance; and (4) identify the official responsible for implementation of the plan. (28 CFR Part 5.150(d) (3)). Public involvement will be incorporated throughout the two processes: Self-Evaluation and Transition Plan Preparation.

**Content & Format of Statement of Qualification (SOQ) Submittals:**

The SOQ, not including cover letter, shall not be more than 14 single-sided (or 7 double-sided), single-space, typewritten, 8 ½" x 11" pages. Font size is 12 point minimum. The content should be presented in the following order:

- a) **Cover Letter:** include key elements of the SOQ, an overview of the project team, contact information (physical address of office location, and project manager's email address)
- b) **Methodology:** describe proposed work plan for the project, identify people who will be involved in every element of the proposed work plan. **[30 pts]**
- c) **Qualifications of Project Manager:** provide up to three (3) examples for the proposed Project Manager that demonstrates his/her experience with one or more roles/responsibilities on similar Self-Evaluation and Transition Plan projects, and/or elements of such projects. Include client's name, project's completion date and roles/responsibilities for each project. *Note that these information may be used for reference check.* **[15 pts]**
- d) **Expertise of Project Team:** List key personnel for the project team and their role/responsibility on the project. Provide the related qualifications and experience of key personnel and provide up to three (3) examples of prior experience on similar

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projects. Include the name of the project(s), owner(s), dates of the project(s), and roles/responsibilities of key personnel on those project(s). **[15 pts]**

- e) **Lessons learned:** Discuss any lessons learnt that the firm has from working on this type of project. **[40 pts]**

**Submittal:** Five (5) bound copies, and one (1) electronic copy of the SOQ shall be submitted to project manager.

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City of Lynnwood  
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**Selection Process:**

The City will select one or more firms from the submitted SOQs for an interview.

Any firm failing to submit information in accordance with the procedures set forth in the RFQ may be subject to disqualification. The City reserves the right to change the qualifications schedule or issue amendments to the Request for Statement of Qualifications at any time. The City reserves the right, at its sole discretion, to waive immaterial irregularities contained in the SOQs. The City reserves the right to reject any and all SOQs at any time, without penalty. The City reserves the right to refrain from contracting with any respondent. Firms eliminated from further consideration will be notified by email by the City as soon as practical.

This project may involve Federal funds and local match dollars. The recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award. Therefore, all prospective consultants and vendors are advised that federally funded projects will be held to Federal EEO requirements, Title I and Title V of the Americans with Disabilities Act of 1990, and Title VII of the Civil Rights Act of 1964.

Persons with disabilities may request this info be prepared and supplied in alternate forms by calling Ngan Ha Yang at 425-670-5209.

Published:                   Everett Herald – July 13<sup>th</sup> & July 20<sup>th</sup>, 2016  
                                     Daily Journal of Commerce – July 13<sup>th</sup> & July 20<sup>th</sup>, 2016