



January 28, 2020

Mr. Dolph Johnson
City of Saginaw
333 West McLeroy Blvd.
Saginaw, TX 76179

RE: *City of Saginaw ADA Transition Plan Phase 3A – Intersection and Sidewalk Evaluation*

Dear Dolph:

Thank you for this opportunity to serve the City of Saginaw.

Please find attached two originals of Individual Project Order (IPO) ADA Transition Plan Phase 3A (reference the master agreement dated April 17, 2012).

Please contact Andrew Simonsen at (817) 339-2248 or andrew.simonsen@kimley-horn.com, or me at (817) 339-2251 or matt.pool@kimley-horn.com should you have any questions.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.
TBPE No. F-928

A handwritten signature in blue ink that reads "C. Matt Pool".

Matt Pool, P.E.

INDIVIDUAL PROJECT ORDER – ADA Transition Plan Phase 3A

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the Consultant), and the City of Saginaw, Texas (the Client) in accordance with the terms of the Master Agreement for Continuing Professional Services dated April 17, 2012, which is incorporated herein by reference.

Identification of Project: ADA Transition Plan Phase 3A – Intersection and Sidewalk Evaluation

Project Understanding:

The Consultant will provide professional services based on our project understanding as follows:

- The Client wishes to develop their Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan in multiple phases.
- This assignment will constitute Phase 3A of the ADA Self-Evaluation and Transition Plan and will include an ADA compliance review including signalized intersections, public rights-of-way sidewalks and associated curb ramps, and buildings and associated parking lots, building sidewalk, and curb ramps. Recommendations to bring any non-compliant elements into compliance will be provided.
- The previously completed Phase 1 of this project included:
 - Establishment of ADA Liaison Committee
 - Self-Evaluation comprised of:
 - Review of Client programs, procedures, and policies, including:
 - Boards and commissions
 - Departments and associated services
 - Review of Client employment practices
 - Review of Client ordinances
 - Review of Client emergency management plan
 - Development of Transition Plan, including:
 - Defining the role of ADA Coordinator
 - Development of Grievance Policy and Procedure
 - Self-Evaluation findings and solutions for all items reviewed
- The previously completed Phase 2A of this project included:
 - Self-Evaluation comprised of evaluations of Client parks
 - Update Transition Plan with:
 - Self-Evaluation findings and solutions
- The previously completed Phase 2B of this project included:
 - Self-Evaluation comprised of evaluations of Client buildings
 - Update Transition Plan with:
 - Self-Evaluation findings and solutions
- Future phases of this project are anticipated to include, but are not limited to:
 - Phase 3B, 4A, and 4B
 - Evaluations of facilities including determination of compliance status, potential solutions, cost estimates to implement potential solutions, and prioritization of evaluated facilities for implementation;

- Evaluation of public rights-of-way facilities including signalized intersections, sidewalks, and associated curb ramps;
- Update of Transition Plan to document additional work.

Specific Scope of Services:

Task 1 – Project Management

- 1.1 The Consultant will maintain project records, budgets, and communications for the duration of the project. The project duration is assumed to be 6 months.
- 1.2 The Consultant will prepare monthly progress reports.

Task 2 – Self-Evaluation

- 2.1 Public Outreach Survey and Wikimap. The Consultant will prepare an online public access survey and Wikimap of City pedestrian facilities to receive and document public input on the City's ADA Transition Plan.
- 2.2 Facilities Review – The Consultant will conduct field evaluations using forms developed by the Consultant in consultation with the Client. These evaluation forms for facilities listed in Tasks 2.2.1.1 – 2.2.1.2 will be based on the 2010 ADA Standards for Accessible Design and applicable access-related state and local standards. The evaluation forms for facilities listed in Tasks 2.2.1.3 – 2.2.1.5 will be based on the 2011 Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG) and applicable access-related state and local standards. All field data collected will be compatible with the Client's existing Geographic Information System (GIS).

2.2.1 Facilities Listing

- 2.2.1.1 Buildings and Parking Lots – The following buildings and associated parking lots will be evaluated:

Location Name	Property Address
1. Old Depot Building	301 S. Saginaw Blvd

- 2.2.1.2 Building Sidewalks – Building sidewalk (excludes perimeter sidewalk within the public right-of-way) and all associated curb ramps, ramps, stairs, and other paths of travel required to be ADA compliant will be evaluated.

- 2.2.1.3 Signalized Intersections – The following signalized intersections will be evaluated:

Location Name
1. Old Decatur Rd and Bailey Boswell Rd
2. Old Decatur Rd and Park Center Blvd
3. Old Decatur Rd and WJ Boaz Rd
4. Old Decatur Rd and McLeroy Blvd

Location Name	
5.	Old Decatur Rd and Longhorn Rd
6.	Bailey Boswell Rd and Comanche Springs Dr
7.	Bailey Boswell Rd and Basswood Blvd
8.	Bailey Boswell Rd and Ash Meadow Dr

2.2.1.4 Sidewalk Corridors – Up to 17 linear miles of sidewalks will be evaluated.

2.2.1.5 Unsignalized Intersections and Driveways – Unsignalized intersections and driveways along the sidewalk in Task 2.2.1.4 will be evaluated. The Consultant estimates this task will include the evaluation of up to 85 intersections and up to 270 curb ramps. Evaluation of additional curb ramps will be considered Additional Services.

Facility Reports. The Consultant will create a separate report for each facility type. Each facility report will identify compliance status of each facility and include the following:

- Listing of facilities that are in compliance with ADA requirements.
- Listing of facilities that are not in compliance with ADA requirements.
- Possible solutions to resolve non-compliance issues for each facility.
- Prioritized list of improvements using criteria developed by the Consultant.
- “Cost report” that assigns conceptual budget estimates to each possible solution. Because the Consultant does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of its experience and represent its judgment as an experienced and qualified professional, familiar with the industry. The Consultant cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator. Consultant's services required to bring costs within any limitation established by the Client will be paid for as Additional Services.
- Pay item descriptions, units, and unit prices will be based on the 2020 TxDOT Average Bid Unit Prices.
- Photolog summary for each facility (photos for sidewalks can be hyperlinked in GIS, but will not be provided on each facility report).
- Catalog of all field data compatible with the Client's existing GIS databases.
- The compliance status and possible solutions for facilities listed in Tasks 2.2.1.1 – 2.2.1.2 will be based on the 2010 ADA Standards for Accessible Design and applicable access-related state and local standards. The compliance status and possible solutions for facilities listed in Tasks 2.2.1.3 – 2.2.1.5 will be based on the 2011 Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG) and applicable access-related state and local standards.

Task 3 – Meetings

3.1 Progress Meetings. The Consultant will prepare for and attend up to one (1) in-person progress

meeting with Client staff and the ADA Liaison Committee. The Consultant will produce meeting materials and handouts and prepare a summary of action items resulting from the meeting.

Schedule: Work will begin on Notice to Proceed from Client. The Consultant will provide its services within six (6) months following the receipt of Notice to Proceed from the Client.

Deliverables: The Consultant will deliver the following materials to the Client:

- Electronic copies of the Facility Reports for facilities listed in Tasks 2.2.1.1 – 2.2.1.5 in Adobe PDF format.

Terms of compensation:

The Consultant will perform the services in Tasks 1-3 for the total lump sum fee of \$52,500. Lump sum fees will be invoiced monthly based upon the overall percentage of services performed.

Payment will be due within 25 days of your receipt of the invoice.

ACCEPTED:

CITY OF SAGINAW, TEXAS

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____
Gabe Reaume
City Manager

BY:  _____
Scott R. Arnold, P.E.
Vice President

DATE: _____

DATE: January 28, 2020