



November 18, 2020

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

**RE: *City of Saginaw ADA Transition Plan Phase 3B – 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 3B (reference the master agreement dated April 17, 2012).

Please contact Andrew Simonsen at (817) 339-2248 or [andrew.simonsen@kimley-horn.com](mailto:andrew.simonsen@kimley-horn.com), or me at (817) 339-2251 or [matt.pool@kimley-horn.com](mailto: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 3B**

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 3B – 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 3B of the ADA Self-Evaluation and Transition Plan and will include an ADA compliance review including public rights-of-way sidewalks and associated curb ramps. Recommendations to bring any non-compliant elements into compliance will be provided, and the Transition Plan will be updated to document all findings from the facility evaluations.
- 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
- The previously completed Phase 3A of this project included:
  - Self-Evaluation comprised of evaluations of Client buildings, signalized intersections, and public rights-of-way sidewalks and associated curb ramps

- Future phases of this project are anticipated to include, but are not limited to:
  - Phase 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 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 document public input received through the previously developed public outreach survey and interactive map in 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. The evaluation forms 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 Sidewalk Corridors – Up to 25 linear miles of sidewalks will be evaluated.
    - 2.2.1.2 Unsignalized Intersections and Driveways – Unsignalized intersections and driveways along the sidewalk in Task 2.2.1.1 will be evaluated. The Consultant estimates this task will consist of the evaluation of up to 175 intersections and up to 560 curb ramps. Evaluation of additional curb ramps or intersections 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 2021 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 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 – Transition Plan Update**

3.1 Draft Self-Evaluation and Transition Plan Update. Based on the Self-Evaluation described in Task 2, the Consultant will prepare a draft Self-Evaluation and Transition Plan Update for the Client. The plan will consist of:

- Updated executive summary which will describe the project background and purpose, process, and most significant findings;
- Summary, detailed findings, and listing of solutions for all facilities listed in Task 2.2 and facilities evaluated in project Phase 3A; and
- Detailed facility reports for all facilities listed in Task 2.2 and facilities evaluated in project Phase 3A.

3.2 Final Self-Evaluation and Transition Plan Update. The Consultant will address two (2) rounds of comments from Client staff to prepare a Final ADA Self-Evaluation and Transition Plan Update for the Client. The Consultant will provide the following deliverables to the Client:

- Electronic copies of the Final Transition Plan Update in Microsoft Word and Adobe PDF formats

### **Task 4 – Meetings**

4.1 Progress Meetings. The Consultant will prepare for and attend up to one (1) progress meeting with Client staff and the ADA Liaison Committee via conference call. 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 aim to provide its services within six (6) months following the receipt of Notice to Proceed from the Client. Due to the everchanging circumstances surrounding the COVID-19 Virus, situations may arise during the performance of this agreement that affect availability of resources and staff of the Consultant, the Client, other consultants, and public agencies. There could be changes in anticipated delivery times,

jurisdictional approvals, and project costs. The Consultant will exercise reasonable efforts to overcome the challenges presented by current circumstances, but Kimley-Horn will not be liable to Client for any delays, expenses, losses, or damages of any kind arising out of the impact of the COVID-19 Virus.

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

- Electronic copies of the Draft Transition Plan Update with Appendices in Microsoft Word and Adobe PDF formats; and
- Electronic copies of the Final Transition Plan Update with Appendices in Microsoft Word and Adobe PDF formats.

**Terms of compensation:**

The Consultant will perform the services in Tasks 1-4 for the total lump sum fee of \$65,000. 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: \_\_\_\_\_