

ADA RFQ Q&A

4/22/2024

Q: Is there any flexibility in the end date of June 30, 2025 for this project?

A: As indicated in the RFQ, WestCOG has a strong preference to complete the project by June 30, 2025. However, WestCOG is willing to entertain responses that lay out a longer timeframe if this improves the quality or cost-effectiveness of the product. Any response should clearly indicate the project completion date.

Q: But can you consider doing a fee form? I see you also want staff hours. It will be much easier for you to compare apples to apples if you do a fee form to include that lists the task, staff hours and fee then total.

A: WestCOG will not provide a fee form, consultants may use their own as long as it meets the requirements of the RFQ.

Q: Will WestCOG be the responsible party for requesting information, coordinating documentation, and confirming availability for meetings from all participating municipalities and other stakeholders on the behalf of the selected consultant?

A: WestCOG will serve as the project manager and primary point of contact for the selected consultant. However, we expect the selected consultant will work with the involved municipality to identify barriers and recommendations. A local point of contact will be designated in each municipality to provide for internal coordination. As noted in the pre-bid meeting WestCOG will help facilitate municipal coordination.

Q: Is a preliminary list of facilities available? If not, would WestCOG be able to share the approximate total number of buildings or approximate total gross square feet known to date?

A: As a reference, WestCOG has provided an excel file containing municipal-owned properties that include at least one building (this data is from municipal assessment records). This file can be found on the RFQ webpage titled "Municipally-owned properties with at least one building". This list is for planning purposes only. WestCOG has not screened these buildings; please refer to the "Read Me" text box and "Column Definitions" worksheet for more information on this data. WestCOG does not maintain this data and cannot vouch for its accuracy. The list may contain buildings that are not in use, that are not places of public accommodation, in addition, the list may not include public facilities without a building, such as a playing field or parking lot that is not attached to a building, and may contain omissions. This is not the final inventory, the RFQ requires the selected consultant to develop an inventory of facilities for this project.

Q: What is the extent of the outdoor facilities to be inspected during this project? For example, would the following types of outdoor facilities that are owned and operated by the municipality be included in the scope of work?

- Municipal parking lots.
- Parks, dog parks, gardens, and trails.
- Playgrounds.
- Athletic/recreational facilities such as ballfields, courts, pools, golf courses, etc.
- Cemeteries.
- Maintenance yards.
- Beaches, docks, fishing piers, boating facilities, etc.
- Water/sewer treatment and other utility facilities.

A: Municipal-owned outdoor facilities shall be included in the project. The analysis may depend on the facility type, such as whether the facility is a place of public accommodation or not.

Q: With such an ambitious timeline, would WestCOG be open to extending the project timeline beyond June 30, 2025? Or is this deadline non-negotiable and candidates who propose an alternative timeline would be disqualified?

A: As indicated in the RFQ, WestCOG has a strong preference to complete the project by June 30, 2025. However, WestCOG is willing to entertain responses that lay out a longer timeframe if this improves the quality or cost-effectiveness of the product. Any response should clearly indicate the project completion date.