



Eastern Carolina Council

233 Middle Street; Ste 300
PO Box 1717
New Bern, NC 28560

Phone: 252.638.3185
Fax: 252.638.3187
www.eccog.org

November 5, 2020

Dear Mrs. Miller,

Thank you for the documents you submitted for the ECC to review. The documents helped to examine the existing conditions related to the Town's facilities, establish a scope of work, and determine the fee relative to the tasks and deliverables to provide the Town of Oriental with a ADA Transition Plan. The cost of doing the work on the attached scope of work is \$24,850.

The ECC had several entities requesting the work. In order to help all that requested, the ECC will require a 50% match. The Town of Oriental 50% match is \$12,425.

If you are interested in the ECC providing technical assistance for the ADA compliance project, please review the attached task order. If you and the Board are in agreement, please sign and return the attached task order to me by November 20, 2020 close of business. Please note at the bottom of the task order is for the town's finance officer to do a pre-audit of the funds. If you have any questions, please email me or contact me at 252-638-3185 extension 3005.

Thank you and we look forward to hearing from you.

With Kind Regards,

Katie S. Bordeaux

Katie S. Bordeaux

Attachment: As state above



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This contract dated the 5th of November 2020 is a **SERVICES AGREEMENT** between Town of Oriental, hereinafter referred to as **CLIENT** and Eastern Carolina Council of Government, hereinafter referred to as **CONSULTANT**. The purpose of this Task Order is to authorize the **CONSULTANT** to provide services for the "**PROJECT**" entitled: **Town of Oriental ADA Transition Plan**

SECTION 1 – PROJECT DESCRIPTION

The project can generally be described as: The creation of an ADA Transition Plan for the Town of Oriental:

- **CONSULTANT** will guide **CLIENT** through necessary steps to be completed per 28 CFR Part 35.150 Subsection D (Transition Plan Requirements) including the identification of an ADA Coordinator, adoption of an ADA policy statement, and the adoption of ADA grievance procedures process and assigning an individual responsible for ADA Transition Plan.
- **CLIENT** seeks public input to identify public use vertical facilities and pedestrian accommodations that are in the public right-of-way. It is the responsibility of the **CLIENT** to document input and report to **CONSULTANT** for inclusion in ADA Transition Plan.
- **CONSULTANT** incorporates public input on public use vertical facilities and pedestrian accommodations that are in the public right-of-way
- **CONSULTANT** incorporates public input and identifies pedestrian accommodations that are in Town-owned facilities available to the public
- **CONSULTANT** evaluates pedestrian accommodations to identify barriers or obstructions, the presence of curb ramps (or lack thereof), accommodations that are out of compliance, and identifies any other issues that would impede pedestrian accessibility
- **CONSULTANT** provides findings to the Town on physical obstacles or barriers, describes improvements/methods that should be used to make the facilities accessible, assists the Town in the creation of a schedule for taking steps necessary to achieve compliance
- **CONSULTANT** creates draft transition plan, incorporates public input, and provides ADA Transition Plan Report to **CLIENT**.
- **CONSULTANT** will incorporate public input, create draft ADA Transition Plan, and provide final ADA Transition Plan to **CLIENT**

SECTION 2 – SCOPE OF SERVICES

The **CONSULTANT** shall provide all professional services (the "**SERVICES**") for the project including, performance of the following:

Task 1	<p>Task 1 Task Management and Consulting Services</p> <p>Consultant will manage the task order components and client requests which may include the following:</p> <ul style="list-style-type: none"> ▶ Coordination, correspondence, and/or conference calls with Client. ▶ Management of internal project processes, communication, and resources. <p>CONSULTANT will guide CLIENT through necessary steps to be completed per 28 CFR Part 35.150 Subsection D (Transition Plan Requirements) including the identification of an ADA Coordinator, adoption of an ADA policy statement, and the adoption of ADA grievance procedures process and assigning an individual responsible for ADA Transition Plan.</p>
Task 2	<p>Task 2 - Public Input (Client's Responsibility)</p> <p>CLIENT will advertise and conduct a public meeting and/or arrange other forms of communication to solicit input from the public on any and all places, policies and practices that the public feels are discriminatory to persons with disabilities. Advertisement, public input, recorded minutes and any correspondence must be documented for inclusion in the final report. CONSULTANT can complete this for the CLIENT if preferred at an extra cost. Please let us know and we will provide an addendum to this proposal. The CLIENT is responsible for securing facilities for conducting this meeting.</p>
Task 3	<p>Task 3 - Program and Activities Review</p> <p>The CONSULTANT will review Town programs and activities to ensure that they meet ADA accessibility requirements as it pertains to hearing, vision, and physical capacities. The goal is to ensure that people with disabilities have the same opportunities to participate in Town programs, activities, and be able to access information without barriers.</p>
Task 4	<p>Task 4 - Facilities Inventory and Assessment</p> <p>Including the information obtained in Task 2, the CONSULTANT will assess the inventory listing of facilities provided by the Town. The CONSULTANT will conduct a site visit to each location to document adherence to ADA or any deficiencies following ADAAG Methodology. In addition to these targeted locations, field evaluations will identify barriers or obstructions that would impede pedestrian accessibility to these facilities.</p>
Task 5	<p>Task 5 Pedestrian Facilities Assessment Sidewalk</p> <p>Including the information obtained in Task 2, the CONSULTANT will inventory pedestrian facilities along Town-owned/controlled rights of way. This inventory includes: sidewalks, curb ramps, crosswalks, mid-block crossings, pedestrian signals, etc. The CONSULTANT, along with the CLIENT, will identify and discuss the study area for final CLIENT approval. Documentation will be made identifying locations with curb ramps or the lack thereof, and accommodations that are out of compliance following PROWAG Methodology. Using GIS</p>

	<p>aerial mapping, the total length of pedestrian way will be quantified, and the locations of inspections and findings will be recorded.</p>
Task 6	<p>Task 6 - Prepare Inventory</p> <p>An inventory of the inspected locations from Task 4 and Task 5 will be generated which will indicate compliance or need for corrective action with budget level costs indicated.</p>
Task 7	<p>Task 7 - ADA Draft Transition Plan Report</p> <p>With input from the Town, CONSULTANT will prepare a draft plan that will include the following sections:</p> <ul style="list-style-type: none"> • Introduction • Name and contact information for ADA Coordinator • ADA Policy Statement • ADA Grievance Process • Name and contact information for staff member responsible for ADA Transition Plan Execution • Summary of public input (gathered by CLIENT) • Summary of programs and activities evaluated by CONSULTANT • Summary of vertical facilities inspected by CONSULTANT • Summary of the pedestrian facilities inspected by CONSULTANT • A CLIENT provided summary of review of existing policies and practices • An improvement schedule for corrective measures and expected costs for remediation for pedestrian facilities • An implementation schedule section including additional public input methods and progress monitoring • Appendices for collected and any additional supplemental information necessary
Task 8	<p>Task 8 - Draft Presentation and Final Plan</p> <p>A formal presentation will be prepared for the CLIENT to be given to Town staff or an elected body. This will also include CONSULTANT staff presence to provide support for the presentation at one Town meeting either onsite or remote. Following a period of public review, the CLIENT will provide public input to the CONSULTANT to incorporate any input for revisions suggested by the public and the plan will be finalized.</p> <p>Exclusions</p> <p>Conducting or advertising public meetings, hearings, or surveys related to Task 2 and Task 8</p> <p>▶</p>

SECTION 3 – SCHEDULE

Eastern Carolina Council will begin work upon receipt of executed contract and/or written notice to proceed from the Client. Estimated timeframe(s) to complete Scope of Services following execution of Task Order is 8 Months

Note that the timeframe(s) noted above may be adjusted dependent on the following:

- ▶ Client requesting additional work for an agreed upon task.
- ▶ Timeliness of information provided by the Client and/or Town/County.

SECTION 4 – COMPENSATION

Task Number	Task Name	Fee
Task 1	Task Management and Consulting Services	\$ 3,750
Task 2	Public Input (Client Responsibility)	\$ 0
Task 3	Program and Activities Review	\$ 1,750
Task 4	Facilities Inventory and Assessment	\$ 5,500
Task 5	Pedestrian Facilities Assessment Sidewalk	\$ 4,500
Task 6	Prepare Inventory	\$ 1,500
Task 7	ADA Draft Transition Plan Report	\$ 5,750
Task 8	Draft Presentation and Final Plan	\$ 2,100
Total		\$ 24,850

The **CLIENT** shall pay the **CONSULTANT** for services outlined in Task Order has 50% match. The 50% match is \$12,425.

SECTION 5 – MISCELLANEOUS

Except as otherwise provided herein, this Task Order supersedes all prior written or oral understanding of the parties and may only be changed by a written amendment executed by both parties.

SECTION 6 – AUTHORIZATION TO PROCEED

IN WITNESS WHEREOF and as AUTHORIZATION TO PROCEED, the parties execute below
this agreement.

EXECUTED this 5th of October 2020.

Town of Oriental

By: _____

Employee Name

Employee Title

Eastern Carolina Council

By: *Katie S. Bordeaux*

Katie S. Bordeaux

Executive Director

This instrument has been pre-audited in the manner required by the Local Government Budget and
Fiscal Control Act.

By: _____ Pre-Auditor Name

Pre-Auditor Title