

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM**

TO: **Members of the Governing Board**

SUBJECT: **CONTRACT AWARD TO SALLY SWANSON
ARCHITECTS, INC. FOR PROFESSIONAL SERVICES
FOR THE DISTRICT'S ADA IMPROVEMENTS PROJECT**

REQUESTED ACTION:

Information **OR** **Approval**
 Consent **OR** **Non-Consent**

SUMMARY:

Board approval is requested for the award of a professional services contract to Sally Swanson Architects, Inc. to update the District's Americans with Disabilities Act Transition Plan (required by Federal Law). Americans with Disabilities Act (ADA) transition planning and mapping consulting services will update our required Transition Plan and inform the District's ADA Improvements Projects.

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

- Help our students achieve their educational, professional and personal goals
- Basic skills education
- Workforce development and training
- Transfer-level education
- Other: ADA transition planning and mapping to provide better access to programs.

Ed. Code: Board Policy: Estimated Fiscal Impact: \$240,795.00 Measure Q Funds

SUPERINTENDENT'S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

Lucky Lofton
Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Robert Diamond
VP, Finance & Administration

VICE PRESIDENT APPROVAL

June 4, 2021

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

Dr. Celia Esposito-Noy
Superintendent-President

June 16, 2021

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM**

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO SALLY SWANSON
ARCHITECTS, INC. FOR PROFESSIONAL SERVICES
FOR THE DISTRICT'S ADA IMPROVEMENTS PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

The consultant's scope of work will include the following tasks for all District sites:

Task 1: Developing a Transition Plan

Task 2: Assisting the District with the Completion of a Self-Evaluation of Policies and Procedures

Task 3: Completing an Access Master Plan (Sequences) - AMPS

Task 4: Collecting Data for and Advising the District on Building and Building Entrance Mapping

Sally Swanson Architects, Inc. was contracted by the District during the Facilities Master Plan (FMP) process in 2013-2014 to develop the ADA Transition Plan included in the FMP. The scope of services in this new contract is an extension of and update to the work previously done and will also expand upon that work to allow for further identification of physical, digital and programmatic access barrier removal needs. Implementation recommendations for required improvements will be included in this work along with collection of geospatial data. This data will allow the District to create additional way-finding tools for students, faculty, staff and campus visitors at all of its sites.

A detailed proposal was requested from Sally Swanson Architects, Inc. The scope of services and proposed costs were reviewed and determined to be fair and appropriate for the work identified by the District.

The Board is asked to approve a professional services contract to Sally Swanson Architects, Inc. in the amount not to exceed \$240,795.00.

The agreement is available online at <http://www.solano.edu/measureq/planning.php>.

**INDEPENDENT CONSULTANT AGREEMENT FOR PROFESSIONAL SERVICES
ADA TRANSITION PLANNING AND MAPPING CONSULTING SERVICES**

This Independent Consultant Agreement for Professional Services ("Agreement") is made and entered into as of the 16th day of June, 2021 by and between the **Solano Community College District**, ("District") and **Sally Swanson Architects, Inc.** ("Consultant"), (together, "Parties").

WHEREAS, the District is authorized by section 4525 et seq. of the California Government Code to contract with and employ any persons for the furnishing of architectural, landscape architectural, engineering, environmental, and land surveying services and advice through a "fair, competitive selections process free of conflicts of interest, political contributions, or unlawful activities." (Gov. Code, § 4529.12.)

WHEREAS, the District complied with the requirements of section 4525 et seq. in selecting Consultant; and

WHEREAS, the District is in need of such services and advice related to work it will be performing at District ("Project"); and

WHEREAS, the Consultant is specially trained and experienced and competent to perform the services required by the District, and such services are need on a limited basis;

NOW, THEREFORE, the Parties agree as follows:

1. **Services.** The Consultant shall provide housing consulting services as further described in **Exhibit "A,"** attached hereto and incorporated herein by this reference ("Services").
2. **Term.** Consultant shall commence providing services under this Agreement on 16th day of June, 2021 and will diligently perform as required and complete performance by 30th day of June, 2022, unless this Agreement is terminated and/or otherwise cancelled prior to that time.
3. **Submittal of Documents.** The Consultant shall not commence the Services under this Agreement until the Consultant has submitted and the District has approved the certificate(s) and affidavit(s), and the endorsement(s) of insurance required as indicated below:

<u> X </u>	Signed Agreement
<u> X </u>	Workers' Compensation Certification
<u> X </u>	Insurance Certificates and Endorsements
<u> X </u>	W-9 Form
<u> </u>	Other: _____

4. **Compensation.** District agrees to pay the Consultant for services satisfactorily rendered pursuant to this Agreement a total fee not to exceed **Two Hundred Forty Thousand, Seven Hundred Ninety-Five Dollars and Zero Cents (\$240,795.00)**. District shall pay Consultant according to the following terms and conditions:

- 4.1. Payment for the Work shall be made for all undisputed amounts based upon the delivery of the work product as determined by the District. Payment shall be made within thirty (30) days after the Consultant submits an invoice to the District for Work actually completed and after the District's written approval of the Work, or the portion of the Work for which payment is to be made. The schedule of deliverable Services to be produced is as follows:

4.1.1.	Task 1: Transition Plan	\$128,905.00
4.1.2.	Task 2: Self-Evaluation	\$35,520.00
4.1.3.	Task 3: Access Master Plan (Sequences)	\$67,000.00
4.1.4.	Task 4: Building and Building Entrance Mapping	\$9,370.00

5. **Expenses.** District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing services for District, except as follows:

5.1. Not applicable.

6. **Independent Contractor.** Consultant, in the performance of this Agreement, shall be and act as an independent contractor. Consultant understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Consultant's employees. In the performance of the work herein contemplated, Consultant is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the work, District being interested only in the results obtained.

7. **Materials.** Consultant shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Agreement, except as follows:

7.1. Expenses will not be directly reimbursed and such expenses should be included in the Consultant's billings as part of the percentage of work completed on each Task.

8. **Performance of Services.**

8.1. **Standard of Care.** Consultant represents that Consultant has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of District. Consultant's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California community college districts.

Consultant shall carefully study and compare all documents, findings, and other instructions and shall at once report to District, in writing, any error, inconsistency, or omission that Consultant or its employees may discover. Consultant shall have responsibility for discovery of errors, inconsistencies, or omissions.

8.2. **Meetings.** Consultant and District agree to participate in regular meetings on at least a monthly basis to discuss strategies, timetables, implementations of services, and any other issues deemed relevant to the operation of Consultant's performance of Services.

8.3. **District Approval.** The work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection and supervision to secure the satisfactory completion thereof.

8.4. **New Project Approval.** Consultant and District recognize that Consultant's Services

may include working on various projects for District. Consultant shall obtain the approval of District prior to the commencement of a new project.

9. **Originality of Services.** Except as to standard generic details, Consultant agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays and video productions prepared for, written for, or submitted to the District and/or used in connection with this Agreement, shall be wholly original to Consultant and shall not be copied in whole or in part from any other source, except that submitted to Consultant by District as a basis for such services.

10. **Copyright/Trademark/Patent.** Consultant understands and agrees that all matters produced under this Agreement shall become the property of District and cannot be used without District's express written permission. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District. Consultant consents to use of Consultant's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

11. **Audit.** Consultant shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of Consultant transacted under this Agreement. Consultant shall retain these books, records, and systems of account during the Term of this Agreement and for five (5) years thereafter. Consultant shall permit the District, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that the District shall give reasonable prior notice to Consultant and shall conduct audit(s) during Consultant's normal business hours, unless Consultant otherwise consents.

12. **Termination.**

12.1. **For Convenience by District.** District may, at any time, with or without reason, terminate this Agreement and compensate Consultant only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Consultant. Notice shall be deemed given when received by the Consultant or no later than three days after the day of mailing, whichever is sooner.

12.2. **For Convenience by Consultant.** Consultant may, upon sixty (60) days notice, with or without reason, terminate this Agreement. Upon this termination, District shall only be obligated to compensate Consultant for services satisfactorily rendered to the date of termination. Written notice by Consultant shall be sufficient to stop further performance of services to District. Consultant acknowledges that this sixty (60) day notice period is acceptable so that the District can attempt to procure the Services from another source.

12.3. **For Cause by District.** District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:

12.3.1. material violation of this Agreement by the Consultant; or

12.3.2. any act by Consultant exposing the District to liability to others for personal injury or property damage; or

12.3.3. Consultant is adjudged a bankrupt, Consultant makes a general assignment for the benefit of creditors or a receiver is appointed on account of Consultant's insolvency.

Written notice by District shall contain the reasons for such intention to terminate and unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, the District may secure the required services from another Consultant. If the expense, fees, and/or costs to the District exceed the cost of providing the service pursuant to this Agreement, the Consultant shall immediately pay the excess expense, fees, and/or costs to the District upon the receipt of the District's notice of these expenses, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

13. **Indemnification.** To the furthest extent permitted by California law, Contractor shall defend, indemnify, and hold harmless the District, its Governing Board, agents, representatives, officers, consultants, employees, trustees, and volunteers (the "indemnified parties") from any and all claims arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the Contractor. The District shall have the right to accept or reject any legal representation that Contractor proposes to defend the indemnified parties.

14. **Insurance.**

14.1. The Consultant shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.

Type of Coverage	Minimum Requirement
Commercial General Liability Insurance , including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments Each Occurrence General Aggregate	 \$ 1,000,000 \$ 2,000,000
Automobile Liability Insurance - Any Auto Each Occurrence General Aggregate	 \$ 1,000,000 \$ 2,000,000
Professional Liability	\$ 1,000,000
Workers Compensation	Statutory Limits
Employer's Liability	\$ 1,000,000

14.1.1. **Commercial General Liability and Automobile Liability Insurance.** Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect the Consultant, the District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by the District.)

14.1.2. **Workers' Compensation and Employers' Liability Insurance.** Workers' Compensation Insurance and Employers' Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, the Consultant shall be

required to secure workers' compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.

14.1.3. **Professional Liability (Errors and Omissions).** Professional Liability Insurance as appropriate to the Consultant's profession, coverage to continue through completion of construction plus two (2) years thereafter.

14.2. **Proof of Carriage of Insurance.** The Consultant shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered in duplicate to the District and approved by the District. Certificates and insurance policies shall include the following:

14.2.1. A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to the District, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice."

14.2.2. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.

14.2.3. An endorsement stating that the District and its Governing Board, agents, representatives, employees, trustees, officers, consultants, and volunteers are named additional insured under all policies except Workers' Compensation Insurance, Professional Liability, and Employers' Liability Insurance. An endorsement shall also state that Consultant's insurance policies shall be primary to any insurance or self-insurance maintained by District. An endorsement shall also state that there shall be a waiver of any subrogation.

14.2.4. All policies except the Professional Liability, Workers' Compensation Insurance, and Employers' Liability Insurance Policies shall be written on an occurrence form.

14.3. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the District.

15. **Assignment.** The obligations of the Consultant pursuant to this Agreement shall not be assigned by the Consultant.

16. **Compliance with Laws.** Consultant shall observe and comply with all rules and regulations of the governing board of the District and all federal, state, and local laws, ordinances and regulations. Consultant shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Work as indicated or specified. If Consultant observes that any of the Work required by this Contract is at variance with any such laws, ordinance, rules or regulations, Consultant shall notify the District, in writing, and, at the sole option of the District, any necessary changes to the scope of the Work shall be made and this Contract shall be appropriately amended in writing, or this Contract shall be terminated effective upon Consultant's receipt of a written termination notice from the District. If Consultant performs any work that is in violation of any laws, ordinances, rules or regulations, without first notifying the District of the violation, Consultant shall bear all costs arising therefrom.

17. **Certificates/Permits/Licenses.** Consultant and all Consultant's employees or agents shall secure and maintain in force such certificates, permits and licenses as are required by law in connection with the furnishing of Services pursuant to this Agreement.
18. **Employment with Public Agency.** Consultant, if an employee of another public agency, agrees that Consultant will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this Agreement.
19. **Anti-Discrimination.** It is the policy of the District that in connection with all work performed under Contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore the Consultant agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and District policy. In addition, the Consultant agrees to require like compliance by all of its subcontractor(s).
20. **No Rights in Third Parties.** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
21. **District's Evaluation of Consultant and Consultant's Employees and/or Subcontractors.** The District may evaluate the Consultant in any way the District is entitled pursuant to applicable law. The District's evaluation may include, without limitation:
 - 21.1. Requesting that District employee(s) evaluate the Consultant and the Consultant's employees and subcontractors and each of their performance.
 - 21.2. Announced and unannounced observance of Consultant, Consultant's employee(s), and/or subcontractor(s).
22. **Limitation of District Liability.** Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.
23. **Confidentiality.** The Consultant and all Consultant's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. Consultant understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.
24. **Notice.** Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission, addressed as follows:

District:

Solano Community College District

4000 Suisun Valley Road
Fairfield, California 94534
ATTN: Noe Ramos, Kitchell CEM

Consultant:

Sally Swanson Architects, Inc.

500 Sansome Street, Suite 410
San Francisco, California 94111
ATTN: Sally Swanson, Principal

Any notice personally given or sent by facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

25. **Integration/Entire Agreement of Parties.** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.
26. **California Law.** This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in the county in which the District's administrative offices are located.
27. **Waiver.** The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.
28. **Severability.** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
29. **Provisions Required By Law Deemed Inserted.** Each and every provision of law and clause required by law to be inserted in this Contract shall be deemed to be inserted herein and this Contract shall be read and enforced as though it were included therein.
30. **Authority to Bind Parties.** Neither party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.
31. **Attorney Fees/Costs.** Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.
32. **Captions and Interpretations.** Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.
33. **Calculation of Time.** For the purposes of this Agreement, "days" refers to calendar days unless otherwise specified.

34. **Signature Authority.** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authority and empowered to enter into this Agreement.

35. **Counterparts.** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.

36. **Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

Dated: _____, 2021

Dated: _____, 2021

Solano Community College District

Sally Swanson Architects, Inc.

By: _____

By: _____

Print Name: Lucky Lofton

Print Name: _____

Print Title: Executive Bonds Manager

Print Title: _____

Information regarding Consultant:

License No.: _____

Employer Identification and/or
Social Security Number

Address: _____

Telephone: _____

Facsimile: _____

E-Mail: _____

Type of Business Entity:

- ___ Individual
- ___ Sole Proprietorship
- ___ Partnership
- ___ Limited Partnership
- ___ Corporation, State: _____
- ___ Limited Liability Company
- ___ Other: _____

NOTE: Section 6041 of the Internal Revenue Code (26 U.S.C. 6041) and Section 1.6041-1 of Title 26 of the Code of Federal Regulations (26 C.F.R. 1.6041-1) requires the recipients of \$600.00 or more to furnish their taxpayer information to the payer. In order to comply with these requirements, the District requires the Contractor to furnish the information requested in this section.

WORKERS' COMPENSATION CERTIFICATION

Labor Code Section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.

- By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing satisfactory proof to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to its employees.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Work of this Contract.

Date: _____

Name of Consultant: _____

Signature: _____

Print Name and Title: _____

(In accordance with Article 5 – commencing at Section 1860, Chapter 1, part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the District prior to performing any Work under this Contract.)

EXHIBIT "A"
DESCRIPTION OF SERVICES TO BE PERFORMED BY CONSULTANT

Consultant's entire Proposal is **not** made part of this Agreement.

The Consultant's Scope of Work includes, but is not limited to:

Task 1: Transition Plan

Project Methodology

Sally Swanson Architects, Inc. (SSA) will work closely with District personnel to fully develop and precisely detail the method for successful project outcome.

Summary of Project Methodology

Kicking off the project, SSA's team will immediately begin to coordinate the survey schedule and logistics, set up the report production and delivery schedule, and will work to acquire preliminary project information from the District such as the Bond projects schedule, Facilities master plan and construction plan, anticipated annual budget allocated for barrier removal, recurring maintenance work program, timeline, persons/departments responsible for implementation within the ADA Transition Plan, etc.

SSA will perform surveys as described in the Scope of Work. This work may include buildings including associated entrances, paths of travel, restrooms, drinking fountains, parking, drop-off areas, pedestrian paths and other accessible elements, as outlined in the Scope of Work.

SSA will also be responsible for collection and analysis of all field data. Once analyzed and compiled, the data will be processed into SSA's Accessibility Planning (AP) Database for report production. SSA's database is built with FileMaker Pro and it's a non-proprietary software. The database is highly flexible and can be easily modified to handle specific requests and sorting functions. All data is exportable and compatible with a variety of formats including Microsoft Excel, Microsoft Access, Microsoft Word and Adobe Acrobat. The database may also be integrated with the client's database management suite using the same item descriptors.

Draft access compliance survey reports for each campus will be delivered to the District for review and comment. The final Comprehensive ADA Transition Plan will integrate any additional comments by the District's project team.

Critical Elements

To follow are elements and benefits of District's manageable and living ADA Transition Plan document. The Access Compliance Survey will provide the District with:

- A list of existing accessibility barriers describing each barrier and recommendation of a removal solution
- A preliminary cost estimate for removal of each barrier
- A priority assigned to each barrier
- A schedule for barrier removal

- Designation of a person responsible for barrier removal
- The ability to “check-off” mitigated barriers
- The ability to easily demonstrate steps taken toward removal of all barriers to access

SSA’s project methodology has been effectively applied to several educational facilities, which SSA has worked with in the recent past. SSA has a capable and knowledgeable staff equipped with the right training, tools, and knowledge to complete this project within the District’s desired timeframe.

1. Preparation and Kick-off Meeting

Project Planning and Coordination

Upon receiving the notice to proceed, SSA will begin the process of reviewing background information as well as planning, coordinating and scheduling site visits and campus facilities assessments and surveys. In addition, SSA will participate in a kick-off meeting with the District project team. Many project components discussed here regarding contacts, project schedule, communications, etc. will be agreed upon prior to an official project kick-off via email and phone conversations.

Field Survey Preparation

SSA will work with District personnel to gather information about each campus included in the Scope of Work. Obtaining as-built (or schematic) drawings from the District for buildings, parking lots and general site conditions, is important at this stage as these drawings represent a basic component of both the survey and the reports SSA will produce and deliver. SSA will utilize the same floor plans obtained from 2014 assessment if there has been no work on a facility and coordinate with the District for buildings that are new or renovated including those plans that might be missing from the last Transition Plan.

Developing SSA’s overall awareness of the programs, services and activities offered and conducted at each campus and circulation between buildings at the same campus, will afford SSA’s field surveyors the opportunity to consider barriers to access both programmatically and architecturally.

Kick-off Meeting

The SSA project team will arrange a meeting with District staff to review, refine, and finalize the scope of work, survey and completions schedules, as well as project communications, final deliverables and overall project strategies and goals. This initial meeting will encompass survey logistics such as building and campus access, identification/security badges, parking passes and will identify contact personnel at campuses to be surveyed.

2. Data Collection

Survey Standards

SSA will conduct field assessments of campuses in the most unobtrusive manner possible. Assessments will be in accordance with current code standards; Title II of the ADA, the 1994 ADA Accessibility Standards, the 2010 ADA Accessibility Standards and 2019 California State Building Code. SSA will also request the District inform the team about the construction history of the facility so that the applicable standards can be determined, in order to establish the basis of the prioritization schedule of barrier removal work. If the applicable standards are unable to be determined, it is recommended that using current standards instead of the applicable standards may lead to additional improvements as a result of the more restrictive compliance requirements of current standards.

Survey Scoping

Field surveys will be conducted at the District's main campus in Fairfield – Solano College, Vacaville Center, Vallejo Center, Travis Air Force Base (including building interiors, parking lots, paths of travel, sport fields, etc). Concurrently, SSA will also assess the District's progress on the non-compliant items listed in the District's last Transition Plan including any additional facilities or programs acquired by the District since 2014.

List of buildings to be evaluated:

Solano Community College

1. Building 100 (Contract Education/Library/Foundation/Tutoring Center/Workforce Development)
2. Building 200 (Children's Programs Center)
3. Building 300 (Mailroom/Science/ECHS)
4. Building 300A & 300B (ECHS)
5. Building 400 (Admission & Records/Assessment Center/CalWORKs/Care Program/Career Employment Services/Counseling/Disability Services Program/EOPS/Financial Aid/Information/MESA Program/Student Services/Transfer Center)
6. Building 500 (Business)
7. Building 600 (Administration/Boardroom/Finance & Personnel Office/President's Office/Vice President's Office)
8. Building 700 (Humanities/Social Science)
9. Building 800 (Nursing)
10. Building 900 (Faculty Offices)
11. Building 1000 (Horticulture)
12. Building 1200 (Performance Arts/Theatre)

13. Building 1300 (Fine Arts)
14. Building 1400 (Bookstore/Cafeteria/Student Center/Student Health Services)
15. Building 1500 (Computer Science/Engineering/Math)
16. Building 1600 (Cosmetology)
17. Building 1700A & 1700B (Physical Education)
18. Building 1800A & 1800B (Campus Police/Career Technical Education)
19. Building 1900 (Deliveries/Receiving Warehouse)
20. Building 2200 (Swimming Pool)
21. Building 2500 (Stadium)
22. Building 2700 (Science/Veterans Resources Center)

Vacaville Center

1. Main Building
2. Biotechnology and Science Building
3. Vacaville Center Annex

Vallejo Center

1. Vallejo Center
2. Auto Tech Center

Travis Air Force Base

1. Education Center

Nut Tree Airport

1. Aeronautics Maintenance Hanger

Prior to the field survey, SSA will review the existing Transition Plan data for current or new applicable code compliance, update code reference and recommendations as needed. SSA will also note any specific features that were not addressed under the previous Transition Plan but required under the current accessibility standards and codes.

SSA will compile, reformat and import existing data into SSA latest designated database, and collaborate with the assigned District representatives to update existing data for completed work. All additional findings or changes will be integrated with the overall ADA Transition Plan.

Surveys shall include the collection and precise documentation of field data for accessibility elements at each campus identified in the scope of work. Elements required to be accessible, and included in the surveys will include the following:

Exterior Site: Includes exterior paths of travel from/to the nearest site entrance point from the public right-of-way; parking areas; passenger drop-off and loading zones; walks and sidewalks; curb ramps; ramps; stairs; way-finding signage; exterior elevators and lifts.

Interior of Buildings: Survey will include all interior areas designated for access by the general public (and select employee areas where needed for developing program alternatives and options for value engineering); entrances and exits; path of travel;

lobbies; counters; waiting and seating areas; public telephones (TTY); drinking fountains; elevators; platform lifts; doors and gates; access to and through all rooms and spaces; corridors, hallways and vestibules; restrooms; signs and room identification; areas of rescue assistance; assembly areas; assistive listening systems; and alarms.

Barrier Identification

Where exterior or interior barriers to accessibility are identified, surveyors will:

1. Record the specific location of the barrier
2. Measure and record all associated deficiencies
3. Document all dimensions and conditions needed to develop proposed solutions, equivalent facilitation program modifications

All data will be recorded using SSA's field survey handheld device and code checklist. The checklist contains thousands of individual codes, grouped by specific items, and provides surveyors with an efficient tool to document physical barriers and assign proposed solutions and interim recommendations.

Preliminary Prioritization

In the field, the survey team will evaluate and assign a preliminary priority to an individual barrier as it relates to overall facility and programmatic access, as well as its impact upon persons with disabilities. These preliminary priorities may change based upon further data analysis and/or input from District staff, and (if desired) facility users and other interested parties.

SSA will work closely with the appropriate District staff to identify key items found in the survey and obtain additional information to determine a final level of prioritization. Basic prioritization models, such as the severity of the code deviation, frequency of use, nature of programs offered, type and location, will be considered throughout this process.

Preliminary Cost Estimate

In addition to thorough knowledge of disabled access compliance, SSA surveyors have strong backgrounds in architecture and construction. Trained to determine the most feasible and cost-effective solutions for barrier removal, SSA's field teams will first view each barrier as it relates to the overall program in an effort to:

1. Measure the relative importance of the barrier and
2. Where possible, identify non-architectural solutions, such as equivalent facilitation or programmatic modification.

If equivalent facilitation or program modification can be provided without altering the basic service offered, major cost savings can be realized over the alternative of architectural barrier removal. Regardless of the solution, each surveyor will record all pertinent data and measurements of the surroundings in order to develop one or more alternatives and cost estimate.

A unit price, based on prior experience and collaboration with SSA's cost estimators, will then be assigned to each deficiency. Square or linear footage will be tallied, and a preliminary cost calculated. SSA will closely review this initial estimate and will work to

incorporate the many alterations into one universally accessible design with the lowest possible cost. SSA works with a cost estimator consultant for the unit cost, and constantly updates such unit cost to reflect the latest market climate.

3. Data Compilation

Data Analysis

SSA's surveyors and project manager will conduct a detailed analysis of non-compliant barriers. Analysis primarily consists of ADAAG and California State Building Code review. In certain instances, SSA will examine any applicable exceptions and or changes to code (via courts) and potential conflicts between the requirements of the ADAAG and those of the California State Building Code or DSA's Interpretation of Regulations. Field data is then prepared for data entry.

SSA has prepared a variety of guidance documents that cover all accessibility issues and requirements that must be considered. Standards and checklists set a framework of code compliance expectations that can be quickly determined. In addition, our field team keeps on top of regulatory changes through on-going trainings and constantly monitor for compliance with the right tools. Our field CASp certified inspectors are subscribed to DSA mailing lists so we don't miss notification on important program updates, upcoming events and other important information.

Data Entry and Report Production

Once review of the field data is complete, SSA's technical staff will handle the important task of data entry. The following information contains the typical data included in SSA's ADA Transition Plan Reports. The following information for each barrier will be incorporated:

- Item number of barrier and/or room numbers, corresponding to schematic site, floor or barrier-location plans
- Area/location of the barrier; for example, building and room name or number, pathways, playfields or building names
- Description of the barrier (as-built measurement or situation)
- Code citations, specifying the applicable sections in the State and federal accessibility regulations
- Method of mitigation (e.g. program modification, equivalent facilitation, physical alteration, purchase, etc.)
- Detailed description of proposed solution and, if applicable, an alternative or interim solution
- Severity of individual barriers (three levels: 1=high, 2=medium, 3=low).
- Unit and estimated unit price
- Conceptual Cost Estimates for removing barriers to access or bringing non-compliant elements into compliance
- Prioritization and schedule of barrier removal work to be integrated with the campus- wide master planning construction schedule
- Timeline for ADA Transition Plan barrier mitigation
- Survey information, such as surveyor name, survey date, and special site conditions

Schematic Key Drawings

SSA's site and facility reports will include schematic site and floor plans (provided to SSA by the District) on 8.5" x 11" sheets to facilitate locating barriers identified in the ADA Transition Plan. These key drawings correspond to items in the ADA Transition Plan.

Quality Control and Check Code Review

Concurrent with the compilation of the report, all drawings and data will be reviewed and double-checked for accuracy and viability. The ADAAG code section cited will be verified and the barrier location examined to ensure accuracy and the highest quality report.

Presentation to District

SSA will present the draft Access Compliance Survey reports identifying each physical element within the public areas of facilities that constitutes a code violation or otherwise hinders or prevents access to persons with disabilities and record important feedback from the District team. Once review of the draft report is complete; SSA will incorporate all changes and develop the final physical survey reports including facility diagrams. This will also launch the final phases of the ADA Transition Plan under a subsequent task.

4. Implementation

Input from District Project Team

Once District staff comments are integrated into the Access Compliance Survey report, SSA will implement the changes and prepare the draft Transition Plan report to solicit public input. This will launch the final phases of the Transition Plan including identifying the sequence of barrier removal to provide the best program access; annual funding identification; designation of person responsible for implementation of the Transition Plan; and a schedule for implementation of the ADA Transition Plan.

Implementing the Final ADA Transition Plan

Once District and Public comments are integrated into the draft Transition Plan, SSA will collaborate with assigned District staff to develop the Final Transition Plan for the mitigation of barriers identified at each campus covered in the scope of work. We will share our expertise on ways to manage implementation, how to update the document, and what to do if funding or priorities shift for a particular period.

The person designated as responsible for implementing the ADA Transition Plan should maintain the document. The final document is a working document to be modified as barriers are removed or alterations are made. The District's final document shall, for at least three years following completion, be maintained on file and made available for public inspection per Title II of ADA Administrative Requirement.

Monitoring Database

SSA has developed an excellent computer-based tool, which provides a variety of accessibility functions. SSA's FileMaker database is a relational database program that assembles, organizes and maintains field survey data; maintains records of as-built conditions (actual measurements), code requirements (required measurements), conceptual cost estimates, and recommendations for solutions for the removal of non-compliant access barriers. The program will also generate the access compliance survey report. The FileMaker database will list the identified barriers in a

report format that cites all deviations from applicable accessibility requirements contained in the 1991 (revised in 1994) Americans with Disabilities Act Accessibility Guidelines and 2010 Americans with Disabilities Act Accessibility Standards and the International Building Code, as well as California Building Code 2019. The format will allow sorting of recorded information by location, type, severity, category, cost of identified barriers, etc.

This flexible tool can be easily modified to handle specific client requests and sorting functions; for example, listing the associated costs of updating non-compliant hardware at building entrances within a particular facility. All building data is exportable and compatible with a variety of formats including Microsoft Excel, Microsoft Access, Microsoft Word and Adobe Acrobat.

SSA will provide the District with an electronic database of items contained in the Facility Survey Report. This database will be in a Microsoft Excel or District approved software.

5. Public Outreach and Participation

Public Outreach

SSA will implement all information gleaned from the comments from the District Staff into the draft Transition Plan report, which will be submitted for input from Disability Services Program (DSP) staff and students. Allowing the public to comment upon the Transition Plan is mandated in Title II and is vital to the success of the project. The Solano Community College District should invite interested parties (particularly persons with disabilities and/or organizations representing persons with disabilities) to solicit input and comment on the development of the Transition Plan and priorities therein.

Public Outreach Meeting Contingency Plan

Social distancing and sheltering in place are the new normal, but public vetting of the Transition and Self-Evaluation plan is still required by law. Even if the world returns to 'normal' anytime soon, it's likely that communities of people with disabilities may not want to attend in-person gatherings because they may be more susceptible to ongoing health issues.

In order to help the District to meet its legal obligations for public vetting of this Self-Evaluation and Transition Plan, Sally Swanson Architects proposes the following Virtual Town Hall Contingency Plan that can be implemented at the District's discretion.

SSA will host "virtual" Town Halls along with online surveys that can be noticed to the public through the District's marketing channels (e.g. websites, newsletters, email blasts).

Virtual Town Hall

- Set up virtual town hall meetings via Zoom Webinar.
- Anyone who wishes to participate will need to register (for security, to ensure participants can access, and to support subsequent follow up if needed).
- Zoom Town Hall meetings will feature ASL and live captioning provided by the District.
- District and SSA will co-facilitate the Town Halls, presenting an overview of Self-Evaluation and Transition Plan findings and offering an opportunity for public comment.

- SSA will moderate participation to ensure all questions are addressed, and all who wish to have an opportunity to comment are invited to do so.
- During Zoom Town Halls, participants will be invited to use video conference features such as:
 - Raise hands (to make comments or ask questions).
 - Chat box (to make comments or ask questions).
 - Q&A.
- Meetings will be recorded and made available for later viewing, if the District wishes.
- Anyone who is unable to attend may submit a public comment via email, in writing, or by phone.
- SSA will document all comments made by participants

Surveys

- SSA will develop a post-Town Halls survey to be sent out to participants after Town Halls, if the District wishes.

Pre-Town Hall Outreach

- SSA will assist the District in reaching out to community members via its marketing channels to inform the public of this upcoming Town Halls.
- SSA will assist the District in reaching out to interested local community organizations, partners and affiliates.
- District will provide a link to register for the Town Halls, as well as a link to the Self- Evaluation and Transition Plan for public review.

Share the Results

- Create short reports with the data, results and input from the online surveys and virtual town halls input.
- Share reports with the public.
- Thank community members for their participation and ensure that their feedback will be part of the final reports.

In addition, SSA will also attend and present the updated ADA Self-Evaluation and Transition Plan to the District Board at a public meeting. At the request of the District, all abovementioned meetings can be conducted via virtual conference technology.

Task 2: Self-Evaluation (Policies & Procedures Review)

Under Title II of ADA, the District is required to provide both physical and programmatic accessibility. Programmatic accessibility includes physical accessibility, but also entails all of the policies, practices and procedures that permit people with disabilities to participate in programs, services and activities. From 28 C.F.R. § 35.105, Self-evaluation:

§ 35.105 Self-evaluation.

(a) A public entity shall, within one year of the effective date of this part, evaluate its current services, policies, and practices, and the effects thereof, that do not or may not meet the requirements of this part and, to the extent modification of any such services, policies, and practices is required, the public entity shall proceed to make the necessary modifications.

Examples of programs, services and activities for evaluation under Title II include:

- Communication with students and employees who are deaf or hard of hearing (e.g. captioning, ASL);
- Communication with students and employees who are blind or visually impaired (e.g. large print materials, online class presentation best practices);
- ADA Coordinator/Grievance Procedures for students, employees and the public;
- Emergency/Evacuation Procedures; and
- Reasonable Accommodations Processes.

The Self-evaluation examines these and provides recommendations on how to comply with the ADA's requirements as well as best practices.

1. Research and Investigation

SSA will identify and obtain all necessary documents and materials to conduct the audit process and survey. SSA will review existing District documentation, departmental and facility rules and regulations, planning documents, and any other written policy documentation provided by District and identified as relevant by SSA. SSA will assist the District in identifying the documents and materials needed for review that the District is to furnish, and request such document and materials from District.

SSA will assist the District in developing the tools and procedures needed to conduct a Self- Evaluation and implement recommendations in accordance with the guidelines and requirements of the Americans with Disabilities Act.

2. Survey Questionnaires

SSA will administer a staff survey to evaluate the level of program accessibility within each District department. SSA will be responsible to determine the format and contents of the survey in order to conduct a complete and comprehensive Self-Evaluation, however, it is anticipated that the staff survey will consider such information as eligibility requirements, participation requirements, and facilities used, staff training, transportation, communications, notifications, public meetings, use of contracted services, purchasing, maintenance of accessible features, and emergency procedures.

SSA will present draft survey questionnaires and record feedback from the District Team. SSA will plan and facilitate review meetings via virtual conference technology with the District staff as required to assure their familiarity with the draft survey questionnaires under the plan and address any questions or comments in a timely manner.

SSA will incorporate all comments and prepare final survey documents. SSA will be fully responsible for distributing and collecting the survey and results; the District will only provide administrative support on an as-needed basis upon request. SSA will notify the District if there is no responsiveness or delays in receiving surveys from District staff. SSA

will also discuss with each staff member their responses to the survey questions.

3. Staff Orientation

SSA will coordinate with designated key District staff to orient staff with the Self-Evaluation process, including type of information that will be requested in staff surveys and how the information will be used for the Self-Evaluation. SSA will assist the District in identifying what staff/departments shall be considered as key staff to coordinate with.

SSA meets with designated key District staff via virtual conference technology (at the District's discretion) to orient staff on the Self-Evaluation process, including types of information that will be requested in staff surveys and how the information will be used for the Self-Evaluation.

- SSA assists the District in identifying what staff/departments will be considered as key staff to attend the meeting.
- SSA administers a staff survey to evaluate the level of program accessibility within each District department.
- Once the surveys are complete, SSA reviews information provided, then identifies, requests and reviews any additional information that may be helpful in the evaluation of Campus-wide and program-specific policies, practices and procedures.
- If needed, SSA may conduct brief phone or in-person interviews with survey respondents to discuss initial findings and follow-up with additional questions, if necessary.
- Finally, SSA drafts a report and recommendations for the District to review.
- Following District review, discussion and integration of comment, SSA prepares a final survey document.

SSA understands that some survey respondents may not have in-depth knowledge of the ADA and accessibility concepts, and that the Districts may have heightened sensitivity to this process. SSA ensures that, throughout the entire survey process, SSA is available to answer any questions, and work closely with the District to ensure maximum comfort and security with the process and results.

Example of Information Elicited and Reviewed

For example, SSA's program access specialist reviews existing policies, procedures and practices pertaining to the District's programs – both on-site and online – to ensure effective communication with members of the public, particularly individuals with disabilities. These recommendations and best practices will cover the appropriate types of auxiliary aids or services necessary to ensure effective communication with individuals with disabilities and will identify the most effective methods of:

- making aurally-delivered information available to individuals who are deaf or hard-of-hearing
- making visually-delivered materials available to individuals who are blind or have low vision

4. Self-Evaluation Analysis on District Program Accessibility

SSA will evaluate the information gathered to evaluate current District programs, services and activities in order to identify issues that may be discriminatory to people with disabilities and provide a report with recommendations on how to ensure compliance with current precedent, requirements and best practices and propose modifications to policies and practices as needed to comply with the various provisions of the ADA. SSA will review all documentation and policies to ensure that appropriate policies are in place to monitor updates and compliance in future projects.

SSA's Self-Evaluation methodology is designed for ease of use, efficiency, adaptability, and, of course, accessibility. SSA can utilize the latest videoconferencing technology to ensure that meetings with staff can be held at the District's convenience, safely, securely, and only by whom the District wishes to attend. SSA's time-tested electronic Self-Evaluation survey – based on the U.S. Department of Justice's thirteen points of evaluation addressing key policies, procedures and practices – gathers information to evaluate the District's current compliance status regarding ADA requirements including eligibility requirements, participation requirements, facilities used, staff training, tours, communications, notifications, public meetings, the use of contracted services, purchasing, maintenance of accessible features, grievance procedures, and emergency procedures. Because surveys can be administered electronically, they may be completed and submitted remotely. SSA draft and final reports are sent in accessible electronic formats that are easily viewed on District electronic devices.

5. Draft Self-Evaluation Survey Reports and District Review

SSA will present draft Self-Evaluation survey reports and record feedback from the District team. SSA will plan and facilitate review meetings via virtual conference technology with the District staff as required to assure their familiarity with the draft reports developed under the plan and address any questions or comments in a timely manner.

6. Final Self-Evaluation Survey Reports

SSA will incorporate all comments and prepare final Self-Evaluation survey reports. The survey reports will be included in the overall Comprehensive ADA Self-Evaluation and Transition Plan to be completed under Task Order #1.

Task 3: Solano Community College District (SCCD) Access Master Plan (Sequences) (AMPS)

The intent of producing the campus-wide AMPS is to allow current and prospective students, staff, and faculty to easily navigate the campus as future projects are introduced and completed. This plan offers simple, straightforward key campus map to locate site entry points, bus routes, parking, and restrooms within each building. In addition, the AMPS outlines a simple timeline of all planned construction, renovation, and modernization projects from 2021 onward.

Upon its completion, the AMPS will also provide the basis for an implementation plan to address non-compliant paths of travel across the SCCD Campus during new construction,

modernization and renovations of buildings and/or improvements to on-site areas. As each construction/modernization phase is undertaken, this plan outlines non-accessible areas that are most feasible to improve in conjunction with each phase of work throughout the campus.

The Access Master Plan (Sequences) presents existing non-accessible paths of travel assessed on campus during SSA's Access Compliance Survey for the District's ADA Transition Plan. The AMPS provides a graphic representation of the survey and works in concurrence with the Access Compliance Survey Report that identifies deficiencies along the non-compliant paths of travel. The AMPS allows the District to prioritize segments of non-compliant paths of travel to address during construction or renovation projects.

In collaboration with the SCCD team, our goal for the proposed project is to help campus decision makers and planners ensure that all paths of travel throughout the campus are completely accessible by the time all planned construction and renovation projects are completed.

The following reflects the key aspects of the District's Access Master Plan proposal prepared by SSA.

- Fundamentally, this plan provides an organizational scheme for access compliance for the entire campus.
- It will allow the District to manage and implement access compliance components over time.
- It will serve as a useful tool for managing access compliance with respect to individual project approval through the Division of the State Architect (DSA).
- Through the identification and documentation of all access barriers this plan will allow the District to effectively manage liability exposure.
- This cohesive Access Master Plan will allow the District to tie together the work of multiple architects across the campus avoiding duplication and/or conflicts with respect to parking, paths-of-travel, restrooms, and drinking fountains.
- This access master plan provides alternate paths-of-travel as the District moves through the implementation of its facilities master plan.
- Lastly, an app-based system will integrate wayfinding concepts with the access compliance master plan to better facilitate ease-of-use by students, faculty, staff, and members of the public.

Access Compliance Consulting Services towards preparing Access Master Plan for the District main campus and centers listed herein.

1. Solano College
2. Vacaville Center
3. Vallejo Center
4. Travis Air Force Base (TAFB)
5. Nut Tree Airport (Maintenance Hanger)

The scope of work will include the following tasks:

- Task A: Review, Investigate, Assess Documents and Conditions
- Task B: Structures for Solano Campus Locations

- Task C: ADA Site Accessibility
- Task D: Transitional Master Planning

Task A: Review, Investigate, Assess Documents and Conditions

Review and evaluate status of current ADA related documents and studies, written and electronic documents and reports, including Transition plans. Address buildings, site, POT's, nodes of accessibility.

For this purpose, Consultant will need to visit the DO Facilities office, collect available material, meet with all M&O's and document their input. District shall provide copies to Consultant of any and all material requested by the Consultant. Consultant shall document what it received and used as a basis for its final deliverables.

Consultant shall submit its overall plan of approach to develop the Access Master Plan for the District.

Task B: Structures for Campus Locations

Take into consideration all construction work that has been performed on site but was not represented in the documents. This info shall be derived from communication with the M&O's and Consultant's on-site observations.

Recommend specific approach to Transition Plan for the Structures on site; phased, with related cost estimates. Take into consideration:

- a. Current projects under construction.
- b. Planned projects for construction.
- c. Facilities Master Plan
- d. Codes and statutes for priorities.

Obtain District approval to the approach before continuing with next phase. Include sample deliverable of what the final document(s) will look like.

Prepare Transition plans for all structures on site and include:

- a. Graphic identification of buildings that tie to the reports/plans with all POT within 20' of the Structure.
- b. Cost estimates that can be isolated per Building, per Type of Repair.
- c. An Appendix with the typical ADA correction descriptions and graphic design details that tie into the plan.

Task C: ADA Site Accessibility

- a. Identify Primary POT (loop) and connectivity to each Structure from parking lots and all transportation nodes (bus stops & drop off points).
- b. On another layer show POT from each Structure to the primary loop.
- c. Identify as Priority #1, those segments of POT that is necessary to be completed immediately. Immediate attention is to be given to projects under construction and for projects that are planned for immediate construction, and those that are holding up DSA certification of projects.
- d. The Transition Plan shall include cost estimates that can be isolated per site's pre- defined zones, and per' type of repair.

- e. Include an Appendix of the repair descriptions that tie into the plan.

Task D: Transitional Master Planning

Based on the current cycle Master Plans:

- a. Transitional vehicle, pedestrian/bicycle circulation and parking plans
- b. Transitional public access to campus, vehicle and pedestrian movement within the campus
- c. Transitional locations of crosswalks, pedestrian and bicycle paths
- d. Accessibility to campus buildings showing accessible path of travel and location and size of proposed pedestrian routes and parking.

Task 4: Buildings and Building Entrances Mapping

The essential information needed for wayfinding involves an understanding of current location and a desired destination or experience within the environment moving from one location to another through sequential time. This information is communicated through a variety of systems, means, and devices utilized by diverse user groups. Location-aware smartphone applications are adding a new dimension to traditional wayfinding systems.

Assist the District to map all buildings and building entrances for use on Google maps and other smartphone applications, which will assist campus users to navigate their way around campus for the main campus and centers listed herein.

1. Solano College
2. Vacaville Center
3. Vallejo Center
4. Travis Air Force Base (TAFB)
5. Nut Tree Airport (Maintenance Hanger)

Task A: GIS Mapping

As part of surveying, SSA collects geospatial information for all exterior Right-of-Way features within District properties. This includes location data for curb ramps, ramps, stairs, and sidewalks, for example. For curb ramps, ramps, stairs, and other exterior features, SSA uses an iPad with the database program FileMaker to collect location and tabular data. For sidewalks, SSA utilizes a device called a profiler which automatically collects location data while it is collecting other barriers, such as changes in level, cross slope, run slope, and obstructions. The data collection process can be easily amended to include location data for buildings, building entrances or other exterior items as wayfinding cues. In addition, SSA will identify and propose the campus-wide master accessible path of travel routes including those non-compliant segments of POT.

SSA will provide GIS Maps with spatial information that helps app designers and developers (contracted by District separately) to build the desired wayfinding system for the District.

Provide maps adhering to the following principles that:

- Present information/map in a consistent manner.
- Identify accessible path of travel routes throughout campus/centers.
- Show all existing buildings and building entrances geolocation.
- Provide information with wayfinding cues.

Task B: Researching Resources

Research and identify smart phone applications that may be recommended for sight-impaired students and visitors.

Recommend potential mobile app designer and developer to the District as requested. Respond to questions from the District and app developer on geo-mapping if necessary.

Billing Rates:

Principal-in-Charge	\$215/hour
Project Manager	\$185/hour
Policy Specialist	\$185/hour
Facility Specialist	\$125/hour
GIS/Data Specialist	\$95/hour
Technical Staff	\$80/hour
Admin Staff	\$60/hour