



**BUREAU
VERITAS**

CITY OF WESTMINSTER

REQUEST FOR PROPOSALS FOR ADA SELF-EVALUATION AND
TRANSITION PLAN

February 11, 2026

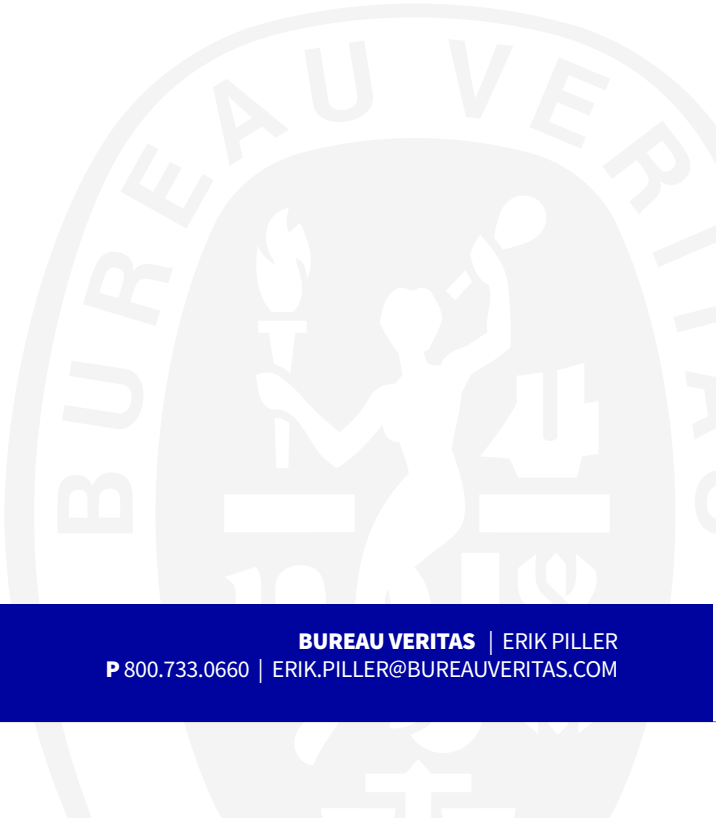


TABLE OF CONTENTS



1. Cover Letter	1
2. Company Data	3
3. Organizational Chart	6
4. Resumes and Qualifications of Personnel	8
5. Project Understanding and Approach	19
6. Compensation/Payment Schedule	Provided Separately
7. Project Schedule	31
8. Sample Professional Services Agreement Exceptions or Conditions	33
9. Proposal Forms (Appendix A)	35

1. COVER LETTER



1. COVER LETTER

February 11, 2026

City of Westminster
Public Works/Engineering
Attn: Veronica Johnson, Management Analyst
8200 Westminster Boulevard
Westminster, CA 92638



RE: RFP for ADA SELF-EVALUATION AND TRANSITION PLAN

Dear Ms. Johnson,

Bureau Veritas Technical Assessments LLC (Bureau Veritas or BV) is pleased to provide the City of Westminster (City) with the enclosed proposal in response to the RFP for ADA Self-Evaluation and Transition Plan. Bureau Veritas understands the requirements of the RFP and is well qualified to perform the services. BV has received and acknowledges the Q&A Document dated 1/20/2026 and is included at the end of this proposal.

Proven Experience | Bureau Veritas has extensive experience providing ADA Consulting for City, County, and State Government entities. We are licensed in the State of California and are familiar with all ADA and State codes and regulations. In addition to ADA Self-Evaluation and Transition Plan Expertise, Bureau Veritas offers a full suite of services including ADA plan check, inspections, design and turn-key project management for implementation. Bureau Veritas' code compliance group has performed ADA, plan check and inspections for hundreds of municipalities acting as augmented staff or third party consultants.

Highly Qualified Team | Bureau Veritas is an architecture and engineering firm focused solely on assessment and consulting, with 800 professionals nationwide. We have a local office in Irvine. BV has 22 CASp professionals - including 12 plan check and inspectors, 7 assessors, and 3 design professionals.

ADA Experience | Bureau Veritas has performed thousands of projects in California and has an extensive resume of local and regional clientele including:

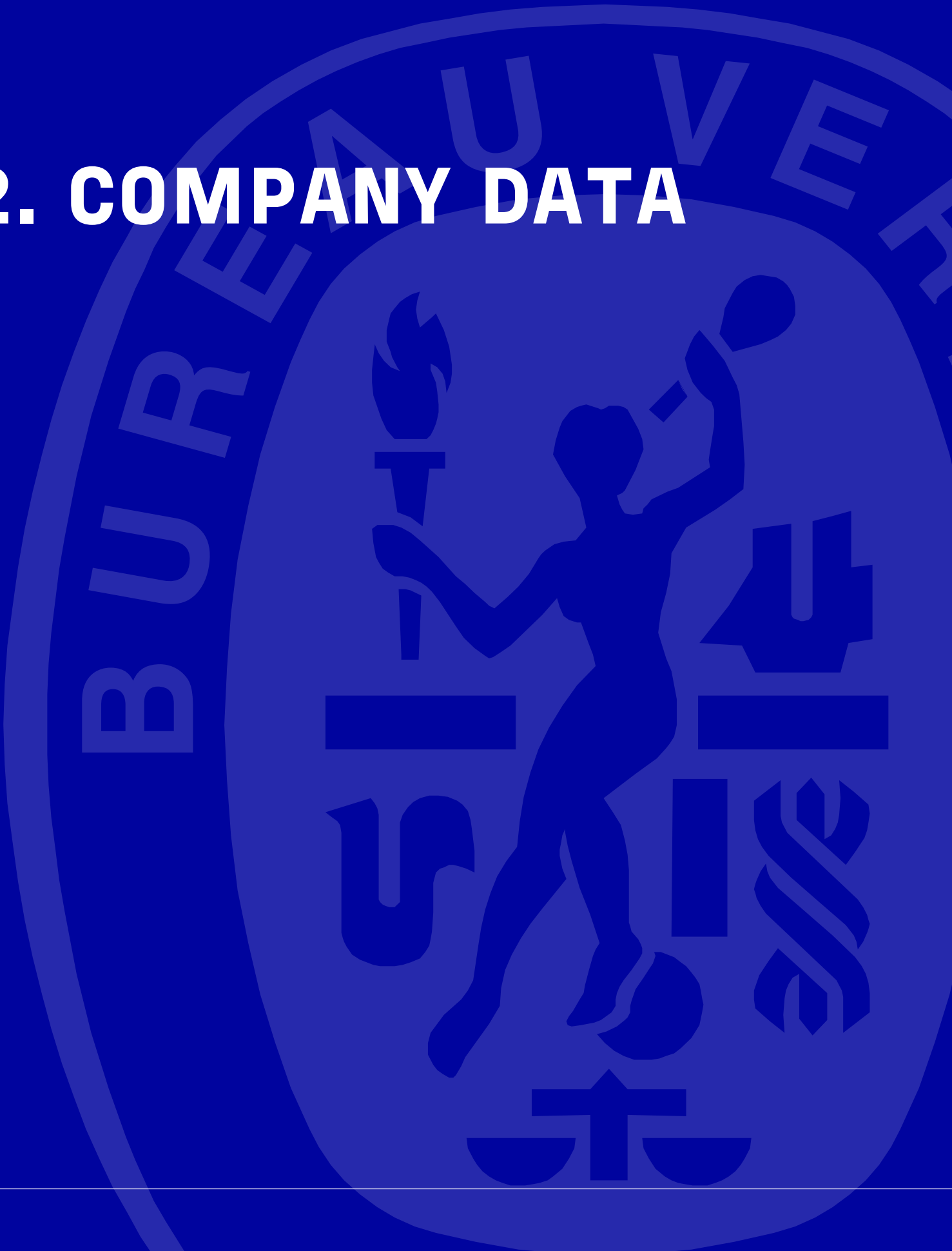
- City of Anaheim
- City of Maywood
- City of Chino
- City of Eastvale
- City of Irvine
- City of West Covina
- City of Hermosa Beach
- City of Orange
- City of Rancho Cucamonga
- San Bernardino County
- City of Pomona
- City of Eastvale

The following pages detail our history, similar project experience, our key personnel and team, and our approach to your unique project. Bureau Veritas is committed to working with the City to provide the highest possible quality of service. We appreciate the opportunity to present our qualifications for this project and look forward to working with the City. I am available at (800) 733-0660, ext. 7292704 or at Erik.Piller@bureauveritas.com to further discuss our qualifications.

Sincerely,

Erik Piller
Executive Vice President

2. COMPANY DATA



2. COMPANY DATA

Profile

Bureau Veritas is a professional services consulting firm providing comprehensive architectural, engineering, energy, and environmental solutions. Our team includes over 800 building professionals nationwide, including Registered Architects, Professional Engineers, Certified Energy Managers, Project Managers, Environmental Professionals, Building Systems Consultants, and Code Compliance Experts.

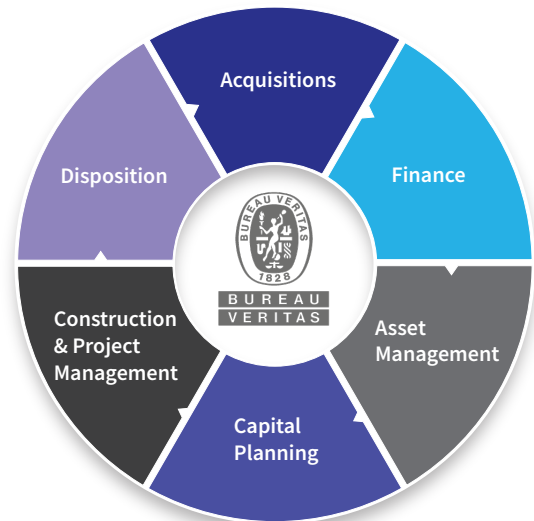
Annually, Bureau Veritas conducts thousands of assessments for Multifamily, Commercial, Industrial, Government, and Educational clients. Having successfully completed billions of square feet of building assessments, we have developed a proven and efficient methodology for the performance of field assessments and data collection.

Bureau Veritas' recommendations are based on knowledge of property conditions, life-cycle analysis, regulations, and client objectives. Bureau Veritas' subject matter expertise and understanding of buildings, parks, and property sites forms the foundation on which we team with clients to create and implement facility and portfolio management solutions.

ASSET MANAGEMENT SERVICES

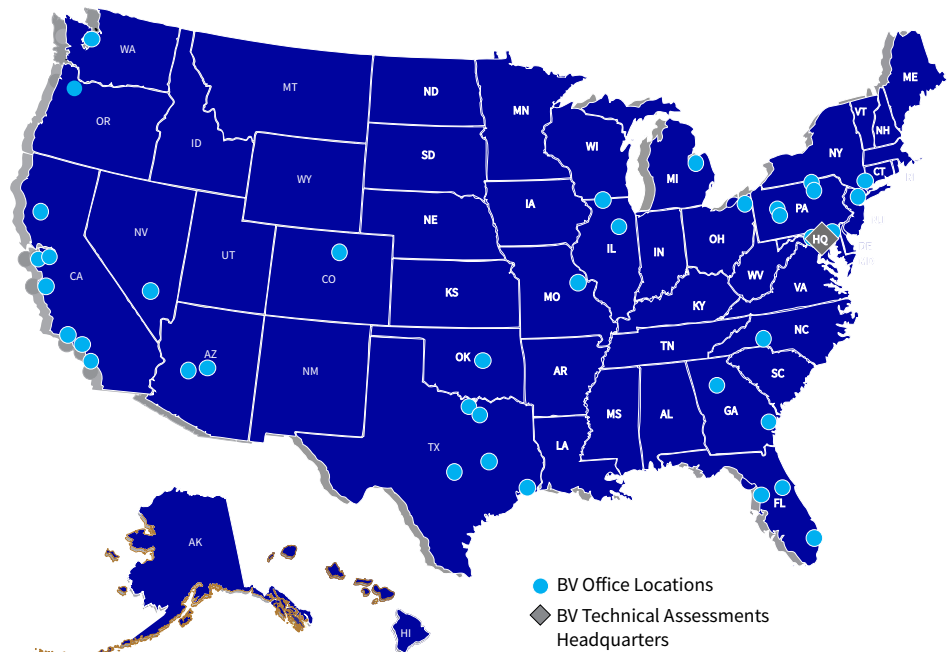
- Accessibility Compliance
- Facility Condition Assessments
- Capital Planning Reports
- Equipment and Asset Inventory
- Barcoding, QR Coding, and Tagging
- CMMS Consulting
- Preventive Maintenance Plans
- Space Analysis Studies
- Energy Audits and Modeling
- Commissioning (Cx and Rx)
- Construction Monitoring
- Project Management
- Plan and Document Review

What We Do



Company Information

Company:	Bureau Veritas Technical Assessments LLC
Year Founded:	1986
Headquarters:	6021 University Boulevard, Suite 200 Ellicott City, MD 21043
Project Office:	Irvine, CA
Contact:	Erik Piller Executive Vice President
Telephone:	(800) 733-0660, ext. 729704
Email:	Erik.Piller@bureauveritas.com
Website:	bvna.com



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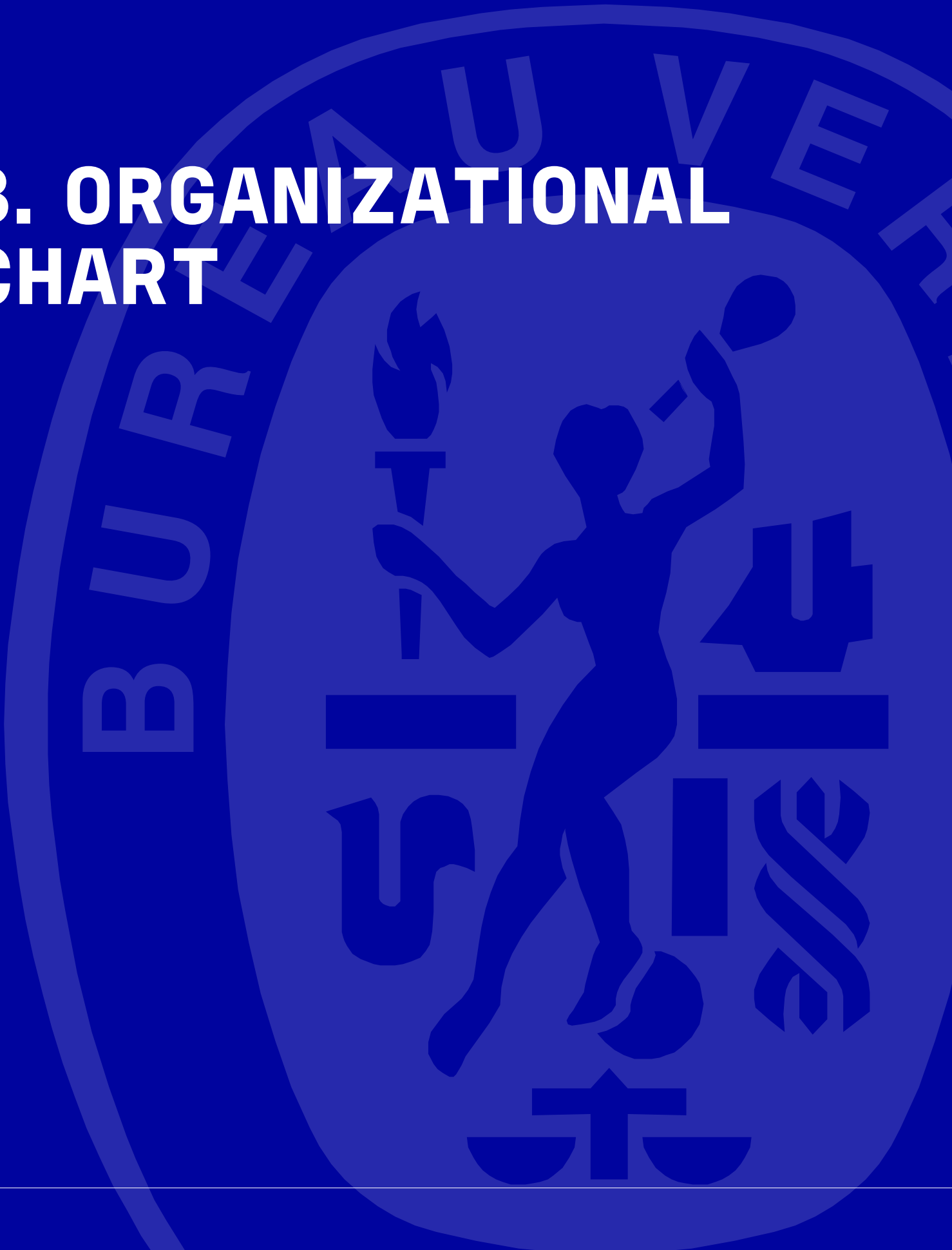
2. COMPANY DATA

Bureau Veritas Technical Assessments LLC is 100% owned by Bureau Veritas North America, Inc. (BVNA).

No one person owns 5% or more of BVNA.

BV has not had any failures or refusals to complete a contract, nor has financial interests in other lines of business; claims for money or damages history; litigation or adverse judgment; or terminated contracts to report.

3. ORGANIZATIONAL CHART



3. ORGANIZATIONAL CHART

BV's team includes Professional Engineers, a Registered Architect, and Certified Accessibility Professionals with an average of over 22 years of relevant experience. These subject matter experts coordinate logistics, conduct comprehensive assessments, analyze collected data, and develop assessment reports. BV also has an internal information technology group that supports the development of field data collection programs and client database applications.

Erik Piller | Project Executive

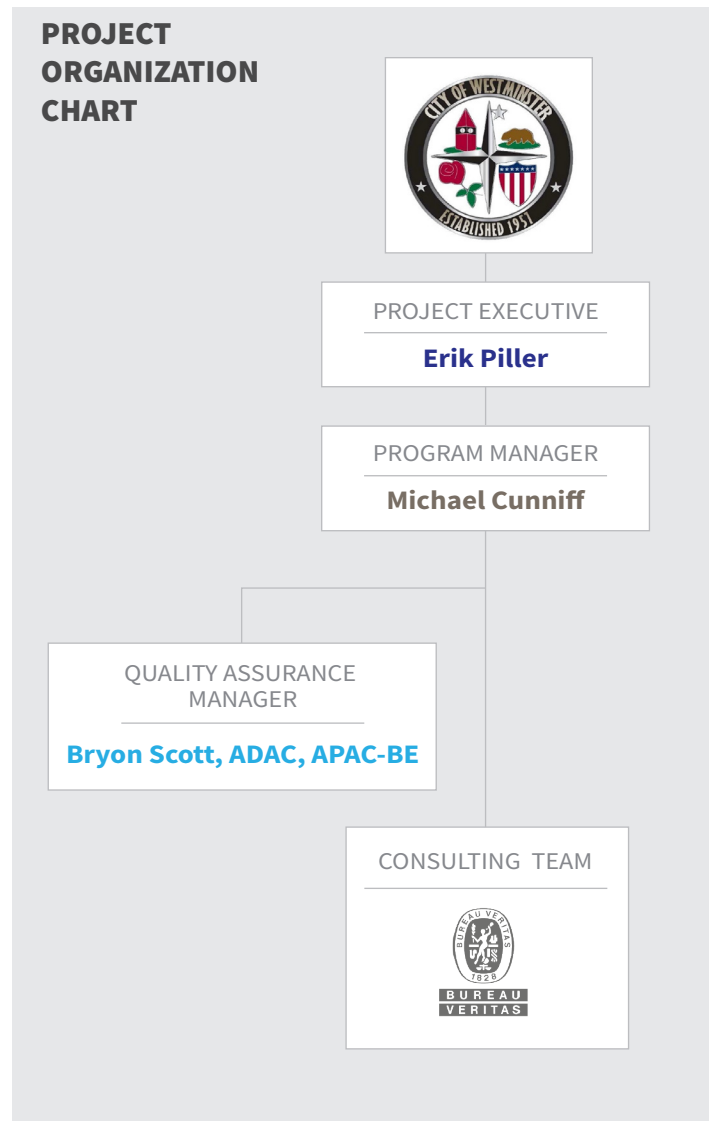
Mr. Piller will oversee all contractual aspects of the project and be available to meet with the City for the duration of the project on an as-needed basis. He will have primary responsibility for defining the scope of engagement, and will meet regularly with BV's Program Manager and Assessment Team to assure that the City's needs are being met, and that the project is adequately staffed, running smoothly, and on schedule.

Michael Cunniff | Program Manager

Mr. Cunniff will be the primary point of contact for the City throughout the duration of the project. He will work with the Assessment Team and the City to assure project success. He will be responsible for the assessment team's overall performance, delivery of the project, and will work with City staff to develop the implementation plan based on the results.

Bryon Scott, ADAC, APAC-BE | Quality Assurance Manager

Mr. Scott will oversee the project, assuring technical, process, and content quality. He will have direct management responsibility for all technical personnel, which will allow for quick and effective implementation of quality assurance measures both at inception and throughout the duration of the project.

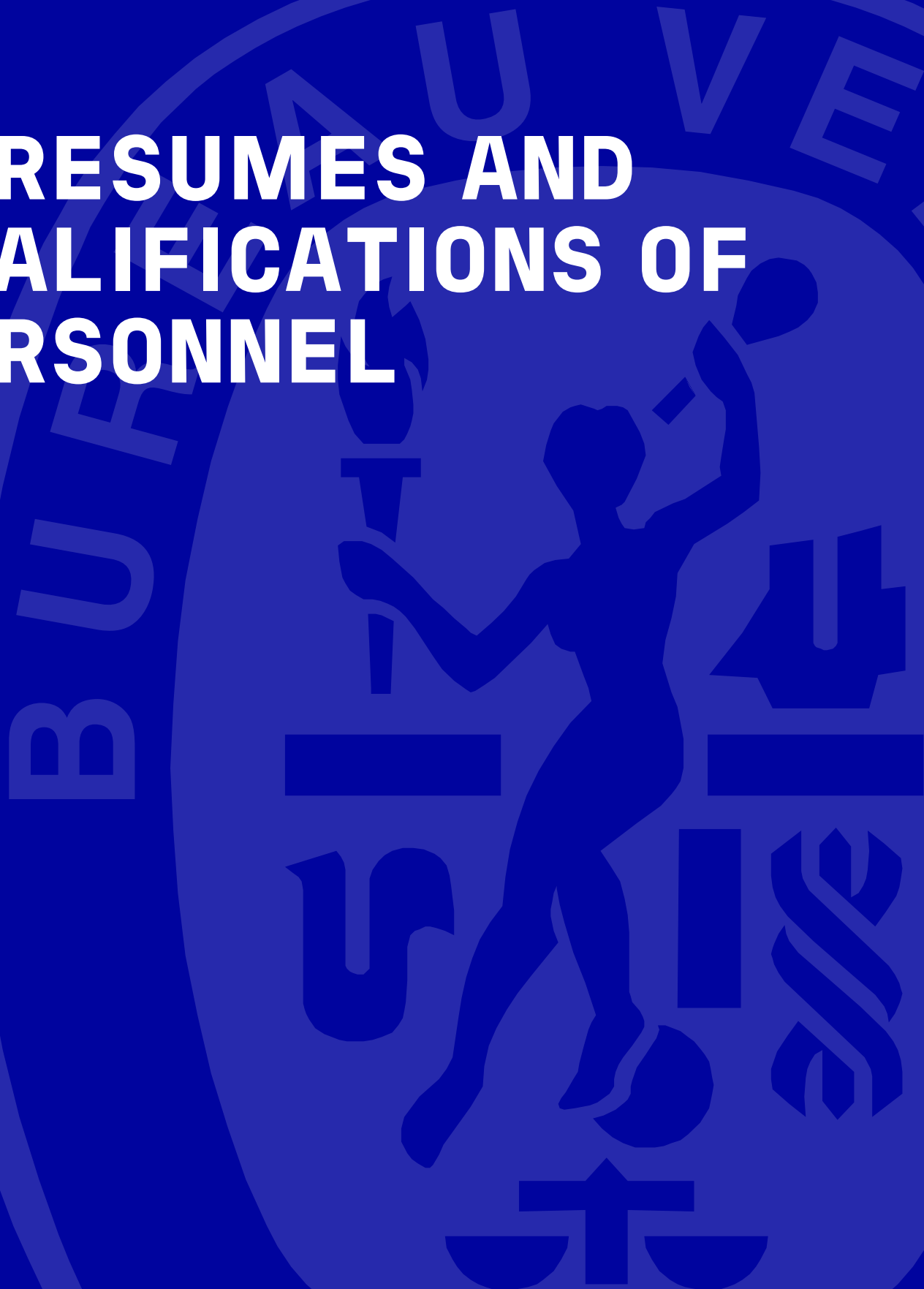


Assessment Team

The Assessment Team is comprised of industry professionals having direct experience in conducting ADA Assessments. They will observe and describe barriers in City Facilities, Parks, & Public Rights-of-Way and formulate recommendations to remedy all observed barriers.

Key Personnel	Project Role	Years of Experience	Certification / Registration	Availability to Project	Government Experience	ADA Experience
Erik Piller	Project Executive	22	-	20%	✓	✓
Michael Cunniff	Program Manager	22	-	80%	✓	✓
Bryon Scott	QA/QC	21	ADAC, APAC-BE	30%	✓	✓
Justin Vang	Consulting Team	10	CASp	100%	✓	✓
Susan Llyod	Consulting Team	30+	ADAC, APAC-BE	100%	✓	✓
Abel Machado	Consulting Team	20	CASp	100%	✓	✓
Tracy Trisko	Consulting Team	30+	RLA	100%	✓	✓
Philip Smith	Consulting Team	19	CASp, ADAC	100%	✓	✓

4. RESUMES AND QUALIFICATIONS OF PERSONNEL



4. RESUMES AND QUALIFICATIONS OF PERSONNEL



BUREAU
VERITAS

ERIK PILLER

PROJECT EXECUTIVE

Mr. Piller has 22 years of experience in client coordination of assessment, architectural-engineering, energy consulting, and construction phase services. He has been involved with projects of similar scope to the proposed project. As Project Executive, Mr. Piller is responsible for overseeing all contractual aspects of the project and will be available to meet with the client for the duration of the project on an as-needed basis. He will have primary responsibility for defining the scope of engagement, and will meet regularly with BV's Program Manager and Assessment Team to assure that the client's needs are being met, and that the project is adequately staffed, running smoothly, and on schedule.

PROJECT EXPERIENCE:

Merced Irrigation District, CA
ADA Assessment, Transition Plan

Nevada Irrigation District, CA
ADA Assessment

South Lake Tahoe, CA
ADA Assessment

City of Tracy, CA
ADA Assessment and ADA Transition Plan

City of El Segundo, CA
ADA Assessment, Transition Plan, Facility
Condition Assessment

City of Rancho Cucamonga, CA
ADA Assessment and Transition Plan

Hayward Area Park & Recreation District, CA
ADA Transition Plan, Facility Condition
Assessment, and Energy Audit

City of Mountain View, CA
Facility Condition Assessment & ADA Transition
Plan

City of Orange, CA
Facility Condition Assessment and ADA
Transition Plan

Ambrose Parks District, CA
Facility Condition Assessment / ADA Transition
Plan

City of Napa, CA
ADA Assessment and Transition Plan, Facility
Condition Assessment, Inventory

City of Brea, CA
ADA Assessment and Transition Plan

YEARS OF EXPERIENCE: 22



Industry Experience
Government
K-12 Education
Multi-Family Housing

Higher Education
Industrial
Office

Retail
Hospitality



MICHAEL CUNNIFF

PROGRAM MANAGER

Mr. Cuniff is a Program Manager with 22 years of experience. He conducts and leads teams for Facility Condition Assessments, ADA Assessments, and other related services. He supervises and trains junior ADA professionals, architects, and engineers in conducting facility assessments. As Program Manager, Mr. Cuniff is responsible for the schedule and technical content of BV's work.

PROJECT EXPERIENCE:

City of Alameda, CA

ADA Assessment & Facility Condition Assessment

City of West Covina, CA

ADA Assessment and Transition Plan

City of Chino, CA

ADA Assessment & Facility Condition Assessment

City of Eastvale, CA

ADA Assessment

City of Tracy, CA

ADA Assessment and Transition Plan

City of El Segundo, CA

ADA Assessment & Facility Condition Assessment

City of Pomona, CA

ADA Assessment

City of Los Angeles, CA

ADA Assessment

City of South Lake Tahoe, CA

ADA Assessment and Transition Plan

City of Palmdale, CA

ADA Assessment & Facility Condition Assessment

City of Aliso Viejo, CA

ADA Assessment and Transition Plan

City of San Leandro, CA

ADA Assessment

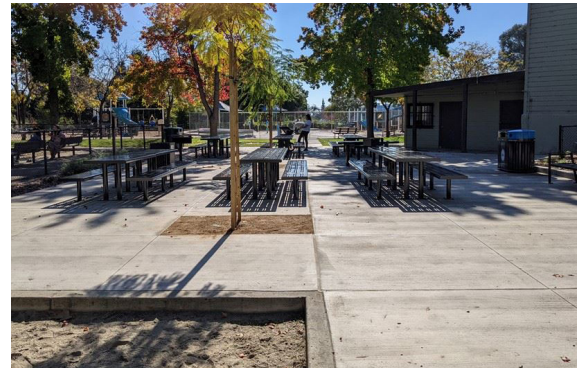
County of San Bernardino, CA

ADA Assessment

City of Napa, CA

ADA Assessment & Facility Condition Assessment

YEARS OF EXPERIENCE: 22



Education

Bachelor of Science, Architectural/Building Engineering Technology, New England Institute of Technology



BRYON SCOTT, ADAC, APAC-BE

QUALITY ASSURANCE MANAGER

Mr. Scott has 21 years of Construction Management experience and is a Certified ADA Coordinator, and uses this knowledge to identify ADA barriers, minimize litigation risk, improve customer accessibility, and enhance customer satisfaction. Mr. Scott is a regular speaker at ADA Coordinators' meetings on Title II and Title III subjects. As Quality Assurance Manager, he will assist the Program Manager by providing QA/QC review on the data collection and reports.

PROJECT EXPERIENCE:

City of Tracy, CA

ADA Assessment & Transition Plan

Orange County, CA

ADA Assessment & Transition Plan

City of Eastvale, CA

ADA Assessment & Transition Plan

City of El Segundo, CA

ADA Assessment & Transition Plan

City of Corona, CA

ADA Assessment & Transition Plan

City of West Covina, CA

ADA Assessment & Transition Plan

John Wayne Airport, CA

ADA Assessment & Transition Plan

County of San Bernardino CA

CASP Assessment/Review

City of Palmdale, CA

ADA Assessment & Transition Plan

City of Pomona, CA

ADA Assessment & Transition Plan

City of Industry, CA

ADA Assessment & Transition Plan

City of Aliso Viejo, CA

ADA Assessment, FCA

City of Rancho Cucamonga, CA

ADA Assessment & Transition Plan

City of Garden Grove, CA

ADA Assessment, Facility Condition Assessment

Hayward Area Rec & Park District, CA

ADA Transition Plan, Facility Condition Assessment, Energy Audit

YEARS OF EXPERIENCE: 21



Education

Bachelor of Science, Business Administration, University of Maryland

License & Certification

ADA Coordinator and Trainer
ADA Coordinator Training Certification Program, University of Missouri
Certificate for the As Built Environment



JUSTIN VANG, CASp

TRANSITION PLAN MANAGER

Mr. Vang is an ADA Transition Plan Manager with over 10 years of experience in building sciences and accessibility subject matter. Mr. Vang is a Certified Access Specialist and is well-versed in conducting self-evaluations of programmatic barriers, including Title II and Title III regulations. His experience includes the implementation of transition plans and review of ADA policy and programs.

PROJECT EXPERIENCE:

City of Chino, CA

ADA Assessment & Transition Plan

City of Eastvale, CA

ADA Assessment & Transition Plan

City of Tracy, CA

ADA Assessment & Transition Plan

City of Rancho Cucamonga, CA

ADA Assessment & Transition Plan

City of West Covina, CA

ADA Assessment & Transition Plan

City of Mountain View, CA

ADA Assessment & Transition Plan

City of Maywood, CA

ADA Assessment & Transition Plan

City of Palmdale, CA

ADA Assessment & Transition Plan

City of Garden Grove, CA

ADA Assessment & Facility Assessment

City of South Lake Tahoe, CA

ADA Assessment and Transition Plan

Colorado Parks & Wildlife, CO

ADA Assessment

City of Aspen, CO

ADA Assessment & Facility Assessment

Metro Parks Tacoma, WA

ADA Assessment

City of Sherwood, OR

ADA Assessment

YEARS OF EXPERIENCE: 10



Education

Master of Science, Civil/Structural Engineering,
California State University

Certifications

Certified Access Specialist | CASp-845



SUSAN LLOYD, ADAC, APAC-BE ADA CONSULTANT

PROJECT EXPERIENCE:

City of Tracy, CA

ADA Study and Transition Plan

City of Alameda, CA

ADA Assessment and Transition Plan

City of Napa, CA

ADA Assessment and Transition Plan, FCA

City of Brea, CA

ADA Assessment and Transition Plan, FCA

City of Garden Grove, CA

ADA Assessment

Merced Irrigation District, CA

ADA Assessment, Transition Plan

Nevada Irrigation District, CA

ADA Assessment

YEARS OF EXPERIENCE: 30+



Education

Building Materials Management, Northeast Iowa Community College

Certifications

Certified Access Specialist
Accessibility Inspector/Plans Examiner
Accessibility Professionals Association
Certification



ABEL MACHADO, CASp ADA CONSULTANT

PROJECT EXPERIENCE:

City of Chino, CA

ADA Assessment

City of Industry, CA

ADA Assessment

City of West Covina, CA

ADA Assessment

City of Mountain View, CA

ADA Assessment

Merced Irrigation District, CA

ADA Assessment, Transition Plan

State of Oregon Dept of Education, OR

ADA Assessment

Colorado Parks & Wildlife, CO

ADA Assessment

YEARS OF EXPERIENCE: 20



Education

Associate of Arts, Architectural Technology, Cerritos Community College

Certifications

Certified Access Specialist | CA | CASp-145



TRACY TRISKO, RLA ADA CONSULTANT

PROJECT EXPERIENCE:

City of Garden Grove, CA

ADA Assessment & Transition Plan

Hayward Area Park & Recreation District, CA

ADA Assessment & Transition Plan

City of Brea, CA

ADA Transition Plan of Facilities, Parks, PROW
of 175 Miles of Sidewalk

City of El Segundo, CA

ADA Assessment & Transition Plan

City of Napa, CA

ADA Assessment & Transition Plan

Ambrose Parks District, CA

ADA Assessment & Transition Plan

Education

MBA, Southern Illinois University
Bachelor of Arts, Environmental Design/
Landscape Architecture, University of CA

YEARS OF EXPERIENCE: 30+



Registration / Certification

Registered Landscape Architect (RLA)



PHILIP SMITH, CASp, ADAC ADA CONSULTANT

PROJECT EXPERIENCE:

City of South Lake Tahoe, CA

ADA Assessment and Transition Plan

City of Tracy, CA

ADA Assessment and ADA Transition Plan

City of Alameda, CA

ADA Assessment and Transition Plan

City of Chino, CA

ADA Assessment

City of Turlock, CA

Plan Examiner

City of Patterson, CA

DSA Specialist

Education

Associate of Arts, Behavioral & Social Science,
Modesto Junior College

YEARS OF EXPERIENCE: 19



Certifications

Certified Access Specialist | CA | CASp-1018
Building Plans Examiner/Inspector/Code
Specialist | 8291181
ADA Coordinator | MO | 67869355-4617

Similar Projects

ADA Plan Experience | Since 1986, BV has proven relevant experience with the codes and regulations applicable to the City's project. We have not filed bankruptcy within the last 5 years. BV's history of successful performance demonstrates a competency in the following code/regulatory areas:

- 2010 ADA Standards for Accessible Design
- ADAAG / ABA / UFAS
- 2009 ICC/ANSI A117.1
- Local Building Codes
- ADA/504 Compliance
- PROWAG
- BOCA (Certified Inspectors on staff)
- NFPA
- AHERA
- USEPA Standards
- OSHA Codes and Regulations
- ASHRAE Standards related to Indoor Air Quality and Design

Relevant California Projects | Below are projects that are similar in scope to the County's project completed by BV in California:

CLIENT	STATE	SERVICES	YEAR
UCLA	CA	ADA Assessment	Ongoing
Nevada Irrigation District	CA	ADA Assessment	Ongoing
City of West Covina	CA	ADA Transition Plan	Ongoing
City of Mountain View	CA	ADA Transition Plan	Ongoing
City of Eastvale	CA	ADA Transition Plan	Ongoing
OCTA	CA	ADA Assessment	Just awarded
City of Irvine	CA	ADA Assessment	Just Awarded
City of Oxnard	CA	ADA Assessment	Just Awarded
City of Menifee	CA	ADA Transition Plan	Just Awarded
County of Kern	CA	ADA Transition Plan	Just Awarded
City of El Segundo	CA	FCA and ADA Assessment	2019 - 2022
Town of Fairfax	CA	Facility Condition Assessment	2025
Santa Cruz Parks and Recreation	CA	Facility Condition Assessment	2025
Tuolumne County	CA	ADA Assessment	2025
City of Sausalito	CA	Facility Condition Assessment	2024
City of Maywood	CA	ADA Assessment	2024
Sonoma County Area Transit District	CA	ADA Assessment	2024
Orange County	CA	ADA Assessment	2024
Butte County	CA	Facility Condition Assessment	2024
City of Pacific Grove	CA	Facility Condition Assessment	2024
City of Thousand Oaks	CA	Consulting Services	2024
Pasadena Unified School District	CA	ADA Transition Plan	2024
City of Chino	CA	ADA Transition Plan	2024
Gavilan College	CA	Facility Condition Assessment	2023
City of Alameda	CA	ADA Transition Plan	2023
Yuba City Unified School District	CA	ADA Transition Plan	2023
City of Hermosa Beach	CA	ADA Consulting	2022
City of South Lake Tahoe	CA	ADA Transition Plan	2022
San Bernardino County	CA	ADA Transition Plan	2022
City of Rancho Cucamonga	CA	ADA Assessment	2021



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PROJECT PROFILE

CITY OF CHINO

ADA ASSESSMENT AND TRANSITION PLAN

The City of Chino, CA entered into a professional services agreement with Bureau Veritas Technical Assessments LLC (BV) to provide a comprehensive evaluation of Americans with Disabilities Act (ADA) accessibility compliance in three areas: public rights-of-way for facilities, City policies and practices, and City parks and buildings.

This project consisted of conducting a self-evaluation and preparing an ADA Transition Plan to include identified physical barriers to accessibility, the methods to improve accessibility, the estimated costs to remediating the identified barriers, and a schedule to achieve ADA compliance.

The City of Chino is 29.7 square miles with approximately 262 centerline miles of streets. BV developed a Citywide reference map using GIS for curb ramps including, but not limited to, an associated database with condition data, ramp type, slope, landing, detectable warning surface and other compliance information. The Citywide reference map also used GIS for sidewalks and condition data of sidewalks (uplifts, cracks, width, repair priority).

LOCATION

Chino, CA

SERVICE

ADA Title II Survey / CASp
Transition Plan
PROW Surveys
Program & Policy Review
Public Outreach
Website Review

SIZE

42 Facilities
45 Parks
451,991 SF
440 Miles of Sidewalks
3473 Curb Ramps
159 Traffic Signals
90 Transit Stops

COMPLETION

2023

REFERENCE

Lisa Almilli, MA, ADAC
Accessibility Coordinator
Development Services,
Accessibility Division
City of Chino
13220 Central Avenue
Chino, CA 91710
(909) 334-3524
lalmilli@cityofchino.org



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PROJECT PROFILE

CITY OF EASTVALE

ADA SELF-EVALUATION AND TRANSITION PLAN

The City of Eastvale is a community of approximately 73,000 in Riverside County encompassing 13.2 square miles.

Bureau Veritas Technical Assessments LLC (BV) was awarded a contract to provide a comprehensive evaluation of Americans with Disabilities Act (ADA) accessibility compliance in three areas: City policies and practices, and City buildings, and public rights-of-way facilities.

The ADA Transition Plan will provide the City of Eastvale a multi-phased roadmap to efficiently mitigate the deficiencies and achieve ADA compliance, which will be done in subsequent phases.

The project consisted of conducting a self-evaluation and preparing an ADA Transition Plan to include identified physical barriers to accessibility, the methods to improve accessibility, the estimated costs to remediating the identified barriers, and a schedule to achieve ADA compliance. The self-evaluation and ADA transition plan identifies existing physical barriers to accessibility as well as describe the steps to be taken, along with estimated costs, to ensure that City facilities and public right-of-way elements are made accessible to all individuals.

LOCATION

Eastvale, CA

SERVICE

ADA Transition Plan
PROW Surveys
Program & Policy Review
Public Outreach
Website Review
CAD Diagrams

SIZE

4 Facilities
25,000 SF
341 Miles of Sidewalk
2500 Curb Ramps

FACILITY TYPE

Public Rights-of-Way
Fire Station
City Hall

COMPLETION

2024

REFERENCE

Yurhi Choi
City of Eastvale
12363 Limonite Ave
Eastvale, CA 91752
(951) 790-7326
ychoi@eastvaleca.gov



PROJECT PROFILE

CITY OF IRVINE

ADA SELF-EVALUATION & TRANSITION PLAN

The City of Irvine engaged Bureau Veritas Technical Assessments LLC (BV) to develop a comprehensive Americans with Disabilities Act (ADA) Transition Plan, a critical initiative to ensure accessibility across the city's diverse infrastructure and public spaces. The project will systematically assess the city's public street right-of-way, buildings, parks, facilities, and trails to identify and address potential barriers that may limit accessibility for individuals with disabilities.

The project was conducted in four distinct phases, each focusing on a specific area of the city's infrastructure. Bureau Veritas performed detailed field investigations, evaluate current policies, programs, and physical environments against the latest federal and state accessibility guidelines. The comprehensive assessment included developing barrier assessment surveys, creating access compliance assessment reports, and generating detailed facility diagrams that highlight potential accessibility challenges across the city's public spaces.

The project will not only identify existing barriers but also provide prioritized recommendations, cost estimates for remediation, and an implementation schedule for addressing accessibility improvements. The ADA Transition Plan will serve as a critical roadmap for the City of Irvine, helping to create a more inclusive environment that ensures equal access to public services, facilities, and infrastructure for all residents and visitors.

LOCATION

Irvine, CA

SERVICE

ADA Assessment
PROW Survey

SIZE

132 Facilities/Sites
1,041,968 SF
954 Miles of Sidewalk

FACILITY TYPE

Essential Facilities
Recreational Facilities
Community Centers
Museum

COMPLETION

Ongoing

REFERENCE

Vu Tran
City of Irvine
1 Civic Center Plaza
Irvine, CA 92606
(949) 724-6000
vtran@cityofirvine.org

5. PROJECT UNDERSTANDING, OVERVIEW, AND APPROACH

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5. PROJECT UNDERSTANDING, OVERVIEW, AND APPROACH

General Statement of Understanding

Bureau Veritas Technical Assessments LLC (BV) understands that it will provide consulting services to ensure the City of Westminster (City) complies with all aspects of the Americans with Disabilities Act (ADA), the Federal ADA Accessibility Guidelines (ADAAG), American Barriers Act (ABA), State Building Code, and local accessibility regulations with regards to its programs, services, public buildings, facilities and parks, exterior amenities, and paths of travel. The work will ultimately culminate in the production of an ADA Transition Plan, which will include a schedule of improvements necessary to meet the ADA, the State, and local accessibility requirements, associated order of magnitude cost estimates for barrier removal, a prioritized list of improvements, and a timeline for completion of needed improvements or modifications.

EXPERIENCE WITH STANDARDS AND GUIDELINES

BV has extensive experience and expertise with ADA Accessibility Standards, Public Rights-of-Way Accessibility Guidelines, and State Building Codes, which are relevant to this project. Our assessors and management staff have project experience in multiple states and locales nationwide, and apply the 2010 ADA Standards for Accessible Design, the current ADA accessibility guidelines (ADAAG), and other state and local building codes as required by laws, statutes and ordinances. When prioritizing barrier removal, we will follow the order of preference advised by the Department of Justice in Title II requirements, or as modified through agreement with the City and by public survey results. BV is experienced with the application of the program access test defined in Title II 35.150(b), and understands that not all individual barriers must be removed, but the overall program must be made accessible.

Proposed Project Approach

The scope of the work, as defined by the City, includes:

- ADA Self Evaluation
 - Physical Assessment of Facilities and Sites
 - Accessibility Transition Plan
- Program Access and Policy Review
- Public Outreach Meetings (2)
- Public Rights-of-Way (PROW) Evaluation: public sidewalks and curb ramps

The City has requested services for:

- Fifteen (15) City Owned and Leased public building facilities
- Nine (9) Water Facilities
- Twenty-five (25) recreation facilities: public parks

- Public Rights of Way (PROW)
 - Three-hundred eighty-two (382) miles of sidewalks

BV will complete the following:

- Conduct comprehensive accessibility assessment and inventory of facilities identified on the Buildings/Site list.
- Ensure compliance with applicable standards, regulations, and codes for accessibility
- Perform site visits to observe, document, and photograph specific conditions and modifications of facilities and components subject to federal, state, and local access requirements.
- Assessment of the content and location of the City's programs, services, policies, training and communication practices.
- Create public outreach to ensure public input into the transition planning process, including public meetings and public survey.
- Create criteria to prioritize facilities and/or categories of work to support a phased approach to implementation of the ADA Transition Plan.
- Establish order of magnitude (pre-planning level) estimated costs for each barrier removal necessary to make facilities accessible.
- Prepare interim and final presentations of findings and recommendations to the City.
- Deliver draft and final reports per protocol established by the City.
- Maintain the electronic database the City can use to track barrier removals as each is completed, which serves as a living Transition Plan.

APPROACH

BV will conduct a kick-off meeting with the City to define communication channels, define the scope of work, and to review the facility and program lists. Discussions will include recent and proposed capital improvements and available programs at each of the facilities. BV will note public use patterns and prioritization of the facilities and programs.

Prior to the kick-off meeting, BV will provide a pre-assessment questionnaire for each site and other documentation. Documents requested, if readily available, are:

- Prior accessibility transition plans or self-evaluations
- Site plans / floor plans
- Identification of any/all historic structures
- Description of each facility's purpose
- As-built drawings (with dates of construction)

- Current reasonable accommodation policy
- Intersection / street / curb plans / previous sidewalk survey

The initial discussions with City staff will include the following elements:

- Roles and lines of communication between and within both the City and BV.
- Protocols for interaction between all parties throughout the project: Contact information should include the office and cell numbers for a minimum of 2+ contacts with the appropriate City staff and BV.
- Field assessment logistics: Normally, BV does not require escorts to perform the field assessments, except where escorts may be required within restricted areas. Outline areas of City’s highest priority for any assessment to be completed during any training phases, likely complexity of assessment data processing, efficient workflow each day of the assessment, and City requests.
- Protocol for handling paths not clearly designated on the map, not collected due to construction, or otherwise deemed inaccessible. (PROW Survey)
- Strategies for connectivity between isolated urbanized areas. (PROW Survey)

Field schedules and facility management interviews will be conducted once the schedule is approved by the City. Once the field schedule is approved, BV will deploy trained accessibility assessors with backgrounds in Landscape Architecture, Architecture, Engineering, and Building Systems for facility assessments. All field resources assigned have been professionally trained in accessibility assessments and have performed numerous assessments.

Program Access and Policy Review

BV is experienced with the program access test defined in Title II 35.150(b), and realizes that not all amenities are required to be accessible. BV’s goal is to assist the City in providing the most economically viable improvements for its users. Through consultation with staff, stakeholder surveys and our field observations, BV will provide barrier removal recommendations to improve the amenities necessary to comply with the applicable standards to provide program access.

An assessment of the City’s programs will be performed. The United States Department of Justice defines “programs” as the “programs, services and facilities” of a Title II entity. The current status of the City’s programs as defined by the DOJ will be evaluated through discussions with City staff and a review of documentation. The goal mandated by Title II of the ADA is to ensure that individuals with disabilities are not excluded from services, programs, and activities because buildings are inaccessible or other

assistance is not available. Steps needed to make programs accessible to disabled individuals will be detailed, such as, providing sign language interpreters to enable an individual with a disability to obtain the service, or providing benefits at an alternative accessible location in order to ensure that individuals with disabilities receive the benefits or services.

BV will meet with the designated representatives of the City to gather information from the various departments regarding the access opportunities or problems which have arisen in the past. BV will evaluate the issues and experiences with respect to the provision of services to people with disabilities.

A program survey will address issues with respect to the delivery of accessible programs and services. A policy and program review provides a greater scope of information about structural changes required for barrier removal.

The list of public programs and methods of communication with the public has not been provided to BV as part of the City’s request for a proposal. As such, BV has limited the review of said programs and communications to eighty (80) man hours. BV will work with the City to prioritize the review to those programs with the highest impact to the community.

It is possible that the program assessment will determine that providing full access to a given program, service or activity is simply not possible. In such a case, BV will work with the City to determine if providing full access to the program would be an “undue financial and administrative burden.” Determinations regarding a finding of an “undue financial and administrative burden” require specific documentation as set forth in the Title II regulations.

Public Outreach

Community engagement is an essential part of creating a successful Transition Plan and Policy Procedure Guideline. BV will work with the City to seek input from Staff, the general public, and the accessible community. This input is critical for understanding how facilities are actually being used and how to increase usability. Early engagement increases community awareness, engagement after the draft Transition Plan increases buy-in from the community, especially those advocating for accessibility.

The community engagement results and the City’s ADA Compliance Team’s advice will be incorporated into the Transition Plan. The Transition Plan can establish phases of barrier removal, without a calendar timeframe. To the extent that a facility, program, service, or activity is not going to be fully accessible to and usable by people with disabilities in the immediate future, we will work with

the ADA Compliance Team to determine the best interim procedure or policy in order to enhance accessibility to the maximum extent possible.

BV has experience with public outreach, including public input to the transition plan. Public outreach must be conducted prior to development of the Transition Plan, in order to determine user priorities and program opinion. BV will arrange for and conduct a public outreach meeting for the community at large. BV will reach out to local disability rights and service organizations for their valuable community input.

BV’s goal is to assist the City in providing the most economically viable improvements for its users. The results of the initial public outreach and the advice of the City’s ADA Compliance Team will be incorporated into the Transition Plan. BV will provide barrier removal recommendations to improve the amenities necessary to comply with the applicable standards to provide facility and program access.

The ADA requires that a public entity solicit and allow for the participation of interested persons in the development of a Transition Plan. The public outreach effort for the Draft Transition Plan will include advertisements in local newspapers in the weeks leading up to a public meeting for presentation of the draft Transition Plan. It will be the responsibility of the City to post notice of the public meeting on the City’s website. **An example of survey results from public sessions is included below.**

Facility and Parks Assessments

An experience accessibility field observer will visit each property to observe the general condition of the site, facility interior, facility exterior improvements, and review available documents in order to familiarize themselves with each site’s specific accessibility issues. BV will conduct a walk-through visit of each facility in order to observe and identify physical accessibility deficiencies and formulate recommendations to eliminate the physical barriers.

As a part of the assessment process, BV will meet with a City representative in order to gain a clear understanding of the overall features and programs, property condition, and completion dates of additions and/or renovations, either on-site as part of the individual site assessment or at the City’s offices reviewing the entire inventory. Areas to be observed include all interior and exterior features of the property, including parking lots, amenities, sidewalk/ pathways, recreational assets, exterior access ramps, all interior areas accessible to the public, and employee areas.

The field observer will develop recommendations based on the walk-through visit and interviews with City representatives and BV’s vast experience gained on similar properties previously evaluated. The field observer may also question others who are knowledgeable of the property’s physical condition and operation, or of similar systems to gain comparative information to use in evaluation of the property.

The field observer will review documents and information provided by the City that could aid BV’s knowledge of the subject property’s physical improvements, extent and type of use, and/or assist in identifying material discrepancies between reported information and observed conditions.

PUBLIC SURVEY RESULTS FOR CITY PARKS						
FEATURE	% OF RESPONDENTS WHO RATED FEATURE NO. 1	% OF RESPONDENTS WHO RATED FEATURE NO. 2	% OF RESPONDENTS WHO RATED FEATURE NO. 3	% OF RESPONDENTS WHO RATED FEATURE NO. 4	% OF RESPONDENTS WHO RATED FEATURE NO. 5	% OF RESPONDENTS WHO RATED FEATURE NO. 6
Parking Accommodations	55%	0%	22%	11%	11%	0%
Public Restrooms	22%	44%	0%	22%	11%	0%
Accessible Pavilions / Seating	11%	33%	22%	33%	0%	0%
Park Trails / Accessible Routes	11%	11%	11%	11%	33%	22%
Access to Sporting Fields - Basketball, Soccer, Softball	0%	11%	11%	11%	22%	33%
Playgrounds	0%	0%	33%	11%	22%	44%

During the walk-through, the observer will utilize a field checklist based on the 2010 ADA Standards for Accessible Design, which are the current ADA accessibility guidelines (ADAAG), as well as any more stringent accessibility standards defined by the State and local accessibility codes.

The field observer will utilize a digital level, measuring tape, door pressure gauge, light and sound meters, and digital camera or an iPad with equivalent capability to evaluate existing elements to determine if barriers are present. The observer will identify and prioritize any existing improvements not in accordance with ADA, state, and local accessibility requirements, in the order of preference advised by the Department of Justice in Title II requirements, or as modified through agreement with the City and by public survey results, such as:

- Physical access to the property
- Access to interior public areas
- Access to common areas, including recreation facilities and other observable space
- Access to restrooms; and
- Removal of remaining barriers

The field checklists will incorporate the applicable standards. An excerpt of the field checklist is included below.

The BV team will assess exterior areas and interior common areas that are defined as areas of public accommodation, as well as the employee areas defined by the City. BV will identify existing non-compliant conditions, including but not limited to, the elements specified below (if applicable):

- Space allowance/ranges
- Accessible routes, vestibules, corridors
- Protruding object
- Ground/floor surfaces
- Loading zones
- Curb ramps

- Ramps
- Stairs
- Elevators
- Platform lifts
- Windows
- Doors
- Hardware
- Work surfaces
- Entrances and exits
- Drinking fountains and water coolers
- Water closets
- Toilet stalls
- Urinals
- Lavatories and mirrors
- Bathtubs
- Shower stalls
- Toilet rooms
- Bathrooms
- Dressing/fitting rooms
- Sinks
- Storage
- Handrails, grab bars, and tub/shower seats
- Controls and operating mechanisms
- Alarms (visual, audible)
- Detectable warnings
- Signage (Braille, visual)
- Telephones
- Switches and outlets
- Seating and tables
- Assembly areas
- Parking
- Sidewalks and walkways
- Playgrounds and play areas
- Pools/aquatic facilities
- Recreational assets

If proposed solutions to the identified barriers to accessibility would place an undue administrative or financial burden on the City, BV will discuss these solutions

WHEELCHAIR STALLS	YES	NO	N/A	NOTES	Regulatory Section
Is there 48" min. from the door side of compartment to any wall or obstruction when approach to compartment is parallel approach to the latch side of the door? Measurement must be made perpendicular to compartment door when fully closed from outside of door to obstruction outside compartment.					
Does door have door pulls on both sides of door near the latch?					
Is centerline of water closet 17" min. to 18" maximum from side wall?					

in advance with City staff. BV will provide an order of magnitude (pre-planning level) estimate for all items of work necessary to bring each facility into compliance. All estimates will be based upon current year costs without escalation. Escalation factors can be included if preferred by the City.

PRIORITY RANKING AND CLASSIFICATION

The analysis will include all barriers to be ranked by Priority Classes. The four classes below are DOJ recommended but can be altered to meet your specifications and needs:

Priority 1: Accessible Approach and Entrances – An entity providing accommodation to the public is required to take measures to provide access to a place of public accommodation from public sidewalks, parking, or public transportation. These measures include, for example, installing an entrance ramp, correcting tripping hazards or lessening the slope of a curb ramp. At least one route of travel to each amenity or feature should be safe and accessible for everyone, including people with disabilities.

Priority 2: Elements along the Accessible Route – Barriers which occur along the path of travel shall be removed, where such a barrier is easily accomplishable. Examples include moving items within reach range, widening doors, installing accessible door hardware, and removing high-pile carpeting.

Priority 3: Restroom Facilities – Barrier removal may include widening of toilet stalls, installation of grab bars, replacement of sinks and drinking fountains.

Priority 4: Access to All Other Features and Amenities – Measures are required to provide access to other areas. This priority is for items not required for basic access in the other three higher priorities.

Public Rights-of-Way Evaluation

Prior to initiating the public right-of-way (PROW) portions of the contract, BV (BV) will confirm the list of sidewalks, streets, and curb ramps that will be analyzed. If sidewalk locations are not known, BV will take a strategic approach using the GIS street network to ensure a complete dataset is collected.

BV will systematically survey the sidewalk surface environment for compliance with state, local, and federal accessibility standards. BV will document changes in level, roughness, running slope, cross slope, width, and other pathway events that may pose a barrier in the pedestrian network. Objective sensor-based data along with technician observed barriers will be recorded. BV will assess curb ramps for ADA compliance, measuring necessary

attributes, including but not limited to running slope, cross slope, landings, flares, and detectable warnings. Image documentation of all curb ramps will be provided. The barriers of each curb ramp or the lack of a curb ramp will be documented. BV will capture deficiency data for transit stops, signalized intersections, and unsignalized intersections, including access to pedestrian pushbuttons and the condition and presence of markings.

The PROW survey will begin in those priority areas that received the highest rank and will then extend to the other areas which are part of the rights-of-way list. This evaluation will identify and record any gaps in connectivity, potential safety hazards, obstructions, missing curb ramps, and general noncompliance with accessibility regulations, including the following:

- Assessment of the Pedestrian Right of Way (Sidewalks)
- Assessment of Curb Ramps
- Assessment of Pedestrian Crossings, Signalized Intersections, Un-signalized Intersections

Public Rights of Way Assessment Technology

The BV team will utilize proprietary technology to efficiently and accurately assess the conditions that exist in the sidewalk environment within the City's jurisdiction. An assessment coordinator utilizes a manually-propelled sensor-based device (or in some cases an autonomous robotic device) to systematically evaluate the sidewalk surface. The device automates the process of identifying important pathway measurements for ADA compliance and infrastructure management, including:

- a) level changes (tripping hazards);
- b) running slope;
- c) cross slope;
- d) WPRI roughness;
- e) width (including pinch points);
- f) images every ten feet;
- g) low clearances;
- h) presence of obstructions;
- i) presence of vegetation;
- j) presence of other manually flagged attributes; and other qualitative attributes.

If required, one of our technology devices is uniquely qualified to measure wheelchair pathway roughness index (WPRI) according to ASTM E3028 (standard development funded by the Access Board).

The technology utilizes lasers, inertial measurement sensors, and HD cameras to facilitate data collection of all necessary measurements. It supports sidewalk, crosswalk, and public right-of-way data collection up to five times faster than standard methods (tape measures

and levels), while providing the best data. Unlike other tools and software, our technology delivers continuous data rather than individual points of only tripping hazards and obstructions on a map. This means that the City receives the most complete dataset without missing any part of the pedestrian network.

BV gathers all of the typical curb ramp, pedestrian signal, and bus stop measurements for ADA compliance, including but not limited to:

- a) running and cross slopes;
- b) lengths and widths;
- c) detectable warning surfaces;
- d) landing measurements;
- e) presence of obstructions;
- f) photos; and other configurable measurements and qualitative attributes.

Federal, state, or local curb ramp types are utilized as a guide to facilitate data collection of all necessary measurements. Our technology supports data collection up to six times faster than standard methods, providing the best data. Unlike Lidar collection methods, which can have difficulty measuring slopes the technology provides accurate slope and distance measurements comparable to the standard tape measure and digital level. Its unique rating index, which is customizable, makes it easy to prioritize improvements, delivering data-driven results, and saving time and money.

PROW Deliverable

All data is delivered in a GIS-compatible format (.gdb or .shp), making it easy to integrate into the City's GIS software enabling easy data-driven decision-making. Data may be exported in a Microsoft Excel format with GPS coordinates for easy spreadsheet analysis. Sidewalk data is delivered as connected ten foot segments to match with the collected images and on a block-face system. An accessibility score and pavement score is given to each 10-foot segment and each block-face, which allows for prioritization at both the micro (segment) and macro (block) levels. Curb ramp, transit stop, and pedestrian signal information is delivered as individual GIS point layers containing all associated data and condition scores. The scoring methodology is configurable based on the weighted value assigned to each attribute.

ADA Training and Manual

Bureau Veritas has extensive experience providing comprehensive training on ADA laws, regulations, and compliance best practices. Our team of ADA experts has worked with numerous municipalities across the country

to educate staff on the requirements of the Americans with Disabilities Act (ADA) and how to effectively implement and maintain ADA self-evaluation and transition plans.

We will work closely with the City to tailor the training curriculum to address the specific needs and responsibilities of designated staff. This will include in-depth instruction on applicable ADA laws and regulations, as well as hands-on guidance for using and maintaining the City's self-evaluation, transition plan, and associated project database and mapping tools. Our training will ensure that City staff are fully equipped to comply with all ADA requirements within the built environment and sustain ongoing accessibility efforts. We have a proven track record of delivering high-quality, interactive training that empowers public sector Cities to proactively address ADA compliance.

Transition Plan

The field assessment data and costs, programs assessment, and the public rights-of-way data and costs will be brought together in one document to form the Transition Plan. Once the assessments of the programs, buildings, facilities, and parks are complete, data will be analyzed and prioritized. The Transition Plan document will include all identified barriers to accessibility, associated costs for barrier removal, and tentative solutions.

Solutions will be discussed with City staff and presented to stakeholders, as needed. Once all facility assessments have been completed, a Draft Transition Plan will be prepared. The Transition Plan will provide a framework for full compliance with the accessibility regulations.

The Transition Plan process comprises the following components:

- Identification of physical and programmatic barriers in facilities under the City's jurisdiction.
- Determination of the barrier removal remedy and an order of magnitude estimate of the cost of the barrier removal required to eliminate the physical barrier or discriminatory practice.
- Assignment of priority level to the barrier removal.
- Formulation of the Transition Plan within the parameters of projected fiscal year budget constraints.

Within the Transition Plan, BV notes work that shall remove physical and programmatic barriers in existing facilities, and communication barriers structural in nature, where such removal is able to be carried out without much difficulty or expense. This document will outline in detail the steps required for the City to achieve accessibility compliance. Where the Transition Plan identifies work which will take longer than one year to complete, a multi-year schedule

with priorities will be provided. Results of the initial public outreach and the advice of the City's ADA Compliance Team will be incorporated into the Transition Plan. The Transition Plan can establish phases of barrier removal, without a calendar timeframe. To the extent that a facility, program, service, or activity is not going to be fully accessible to and usable by people with disabilities in the immediate future, we will work with the ADA Compliance Team to determine the best interim procedure or policy in order to enhance accessibility to the maximum extent possible.

BV will meet with the ADA Compliance Team to present a Draft Transition Plan and gain its input and commentary on the Draft Transition Plan prior to presentation to the community.

The ADA requires that a public entity solicit and allow for the participation of interested persons in the development of a Transition Plan. The public outreach effort for the Draft Transition Plan will include advertisements in local newspapers in the weeks leading up to a public meeting for presentation of the draft Transition Plan. It will be the responsibility of the City to post notice of the public meeting on the City's website. Following the public meeting, BV will meet with the ADA Compliance Team to review all applicable commentary and to make choices regarding the draft final plan to be presented to the City. Regular maintenance or rehabilitation projects and that accessibility projects are blended into other scheduled work, when possible.

Following the review and inclusion of public comments in the Transition Plan, BV will submit the Final Transition Plan in printed and electronic copies to the designated parties and stakeholders. The Final Transition Plan will include

an executive summary, and a description of how the entire self-evaluation and transition planning process was conducted. BV will present the Final Transition Plan to the City at a scheduled meeting. Along with the Transition Plan and a summary, BV will prepare a PowerPoint presentation that will explain how the Transition Plan was formed, the choices which were made with respect to accessibility solutions, the manner in which budget decisions were made, and the benefits that the implementation of the Transition Plan will bring to the City.

Facilities Diagrams

We will produce as-needed diagrams for the ADA Transition plan of the various building interiors and exteriors that will note the location of architectural barriers. In most cases this will consist of an overlay over existing floorplans, blueprints, and CAD drawings. Our drawings will not be original as-built quality, but basic diagrams to delineate the location of barriers.

ADA Cost Estimates

The ADA AssetCALC™ cost estimating database is based on industry cost benchmarks and further customized with proprietary cost tables developed by BV, based on historical and localized actual costs. BV maintains and updates the cost estimating system with information received from the field. Through ADA project management and construction monitoring work, BV has current cost data from hundreds of in-progress construction and rehabilitation projects. This data allows BV to calculate costs based on local conditions to maintain a cost database that is up-to-date.

Typically, barrier removal planning level cost estimates are based upon the removal of the specific element, for example, a parking stall or curb ramp. In some site-specific

ADA AssetCALC Summary Cost Table

Barrier ID	Type	Barrier Priority	Detail	GPS Lat/ Long	Location Desc	Ref. #	Quantity	Cost	Unit	Total
59893	Building Entrance-Doors	1	The maneuvering clearance at the entry door is not compliant	34.603538 -118.153558	Main building entrance		1	1750	EA	1,750
59867	Bathrooms/ Bathing Rooms/ Shower Rooms- Sinage	3	The women's restroom does not have compliant signage at the door		Women's public restroom		1	110	EA	\$ 110

instances, barrier removal may affect an area beyond the specific location of the barrier. Grading plans based on field surveys using land surveyor instrumentation, or architectural plans requiring wall relocation could result in significantly different material quantities and subsequent higher project costs. The database contains standardized order of magnitude cost estimates for barrier removal for use in prioritizing the work in the Transition Plan. At the implementation stage, it is anticipated a detailed specification will be prepared and bids will be generated to establish planning level costs. ADA AssetCALC™ cost estimates are pre-planning level, order of magnitude barrier removal cost estimates. Cost tables, similar to the ones detailed in the table below, will be provided for each facility/site.

Deliverables

The deliverables are:

- Facility and Park ADA Assessments - individual facility and Park reports
- Public Rights-of-way Assessments - individual rights-of-way reports
- Program Access and Policy Review
- Public Outreach Meetings (2) and Public Survey
- Transition Plan

The facility assessment and program assessment reports are provided in electronic format and are typically represented in three formats:

- Word® document converted to an Adobe PDF, with photographic images of barriers and GPS positioning of exterior barriers.
- Excel® spreadsheet with code references, existing conditions, barrier resolution, and cost data.
- Cloud-based database ADA AssetCALC™.

BV will provide an ADA report for each facility assessment with a description of each barrier observed and recorded, and will define the location, recorded measurements, barrier description, applicable ADAAG/state/local code reference, viable corrective action, priority, and order of magnitude (pre-planning level) cost estimate of repair. Color photographs of each barrier are included with the barrier record. Barriers will be identified and presented by individual facility. Each report will include an executive summary, including a summary cost table identifying the estimated cost to correct each facility.

The Public Rights-of-Way (PROW) reports will be provided with all of the collected and derived data in a spreadsheet format compatible with Microsoft Excel and as a file geodatabase that is compatible with GIS products. The PROW data is separated into two primary data sets; the

Segment Data that contains surface information, and the Feature Data.

Line data and point data can be spatially displayed via the GPS information recorded for the stations and features they contain. Segment Summary data is a table of information about each segment that is derived from the collected data. Feature data is separated into three different tables. The first is the spatial feature summary that contains the spatial location and type information for each feature collected. The second feature is a table created for each individual feature type collected contain the specific attribute data for that feature type. The third table is the compliance table that derives the compliance of each feature based on a series of queries comparing the collected data and the minimum requirements of the Draft Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG). Both the feature data and compliance data can be joined or related to the spatial feature summary table via a unique ID that the PROW software generates.

BV will use our web-based database, ADA AssetCALC™ for the facility assessments, and for components of the Transition Plan. ADA AssetCALC™ will provide the City with the ability to generate cost tables for all facilities, or for each individual facility. Similar types of barriers can be queried within the ADA AssetCALC™ database across all facilities, with the resulting ability to improve purchasing and contracting power. Barriers can be ranked by priority for removal. Photos will be uploaded to ADA AssetCALC™ to be viewed as a photo log or individually, when reviewing a specific barrier. BV will provide a Transition Plan, which will include the program access report, presented in a Word document converted to an Adobe PDF, with the data exportable to an Excel format. BV will provide an electronic draft of the reports for review, including text, tables, digital photos, field notes, and supporting documentation. Final reports will be provided after all the City's comments have been addressed.

Data Management Solution - ADA AssetCALC™ Software

BV is providing access, at no additional charge, to ADA AssetCALC™ for a period of three years. This platform streamlines the Capital Planning and ADA Transition Planning process by compiling funding requirements for barriers and creating budget models based on project priority, life cycle maintenance, and repair requirements.

The City is not required to utilize this software as we will provide hardcopy reports and we can export the data to Excel and Word formats. We have included ADA AssetCALC™ licenses for three (3) years with unlimited users.

ADA AssetCALC™ is a web-based SQL database platform that enables users to query, edit, and analyze their facility accessibility and condition data to plan immediate and short-term barrier repairs, and budget capital expenditures throughout the lifecycle of a single building or an entire portfolio. The system unites BV's experienced field data collection methods with advanced planning and reporting tools, construction cost library, location mapping features, digital photo management, and document storage.

ADA AssetCALC™ will provide the City with the ability to list, prioritize, query, and track deficiencies recorded through the Self-Assessment Process. It is easy to use, and populated with accessibility requirements pertinent to the City. BV recognizes that budgets change and the Transition Plan must be able to account for unplanned occurrences. ADA AssetCALC™ provides a process to complete work on those barriers that have been corrected over time. Reports can be queried instantaneously to reflect the barriers corrected. ADA AssetCALC™ provides the ability to track progress over time.

Prior to populating the database, BV will work with the City to establish required attributes and data points associated with each asset. This will include a discussion of the relative priority of the asset requiring barrier removal. This will include all of the City's physical assets and will be grouped in a hierarchy based on site location, asset group, and function.

BV will utilize ADA AssetCALC™ to track physical accessibility needs associated with the Implementation/Transition Plan. The database contains a capital planning and transition planning module in which accessibility construction projects may be established, including barrier removal priorities. It will provide the City with a consolidated database of capital projects related to barrier removal. Capabilities of ADA AssetCALC™ include, but are not limited to:

- Microsoft.net web-enabled software
- Customizable fields, groupings, and reporting
- Reports, charts and graphs to forecast capital needs for individual buildings and construction projects
- Progress reports and tracking of the corrective measure progress
- Capital budget planning tools to assign and track progress over fiscal years
- Corrective action work completed/progress complete
- Access to the observed site conditions of barriers with photographs and GPS positions of exterior barriers
- Updateable cost library makes budgets more accurate over time

- Customizable priority framework and search tools to help decision makers
- Export tools to take data to other applications, including Microsoft Excel
- Repository for storing and searching documents related to buildings and component
- ADA compliance library to plan and track accessibility improvements
- Administrative tools for managing user access

ADA AssetCALC™ reporting can include GPS coordinates for locations of each exterior barrier on a satellite map. BV, in conjunction with Google Earth imaging, provides the most recent satellite mapping. Each exterior barrier is indicated by its own GPS marker. Additional screenshots and a live demonstration are available upon request.

Quality Assurance / Quality Control

Bureau Veritas' Quality Control Plan was prepared to provide a secondary review of all documents, assessments, and cost estimates before they are issued to the client. The plan is intended to guide our activities and to help ensure we meet client expectations and requirements. Our plan is flexible and can be administered as it is presented or, if desired, we can tailor it further to accommodate specific needs and expectations. The Quality Control Plan includes a series of independent reviews at specific checkpoints within our assessment services program.

Bureau Veritas' Quality Assurance Manager, provides general oversight to the Project from the perspective of assuring technical, process, and content quality. He has direct management responsibility for all technical personnel, allowing for quick and effective implementation of quality assurance measures, both at project inception and throughout the project.

The Quality Assurance Manager conducts spot checks and random report reviews by selecting a sample of assets in each phase of the process including the assessment/fieldwork stages, report preparations stages, review stages, and data validation (software) stages. The sample size for the review is statistically determined using the size of the total population, the phase of the product, and the condition of the asset (expected variation). The Quality Assurance Manager may assign various personnel to the assist in the review at each of these phases. These team members are cross-functional and multi-disciplined and have not contributed to the project being reviewed. Team members that have contributed to the project will be assigned peer review for a subset of the assets.

The Quality Assurance Manager has the authority to issue the “Stop Work” order at any time in the process, specifically if he feels the protocol, standards, or requirements are not being met.

BUREAU VERITAS’ 5-POINT QUALITY CONTROL PLAN

1. Overall Technical Condition Assessment Review

- Review the Assessment Schedule for accuracy and timing;
- Ensure adequate time at the properties is provided to each Field Observer;
- Review the proposed scope of the assessments and the timing for client meetings during the assessments;
- Develop a quality assurance checklist detailing significant items to be reviewed and tracked;
- Select a sampling of sites to be reviewed by the Quality Assurance Manager; and
- Develop a quality control schedule, including milestones, in conjunction with the overall project schedule.

2. Report Reviews

- Each draft report will be reviewed by the Program Manager or a licensed Engineer for completeness, accuracy, and readability. Senior Engineers or Architects will review technical conclusions before the draft reports are submitted to the client. The Quality Assurance Manager will assign additional cross-functional personnel to the review team.

3. Quality Assurance of Fieldwork

- The Program Manager or Quality Assurance Manager will review a sampling of identified sites against our draft report by performing the following:
 - Facility site review;
 - Review quality of barrier identification through visual observation and/or any provided documentation;
 - Review the completeness and accuracy of the Assessment report; and
 - Complete a quality control report per facility visited detailing any material discrepancies between the reported information and the observed barriers.

4. Database Population and Validation Review

- This step includes the review of the Database Application for any discrepancies between the reported information and the information residing in the database. The Quality Assurance Manager will review randomly selected items in the cost estimate documentation. The cost estimate documentation for barrier improvement will be reviewed to determine their accuracy and completeness.

5. Final Quality Assurance Review

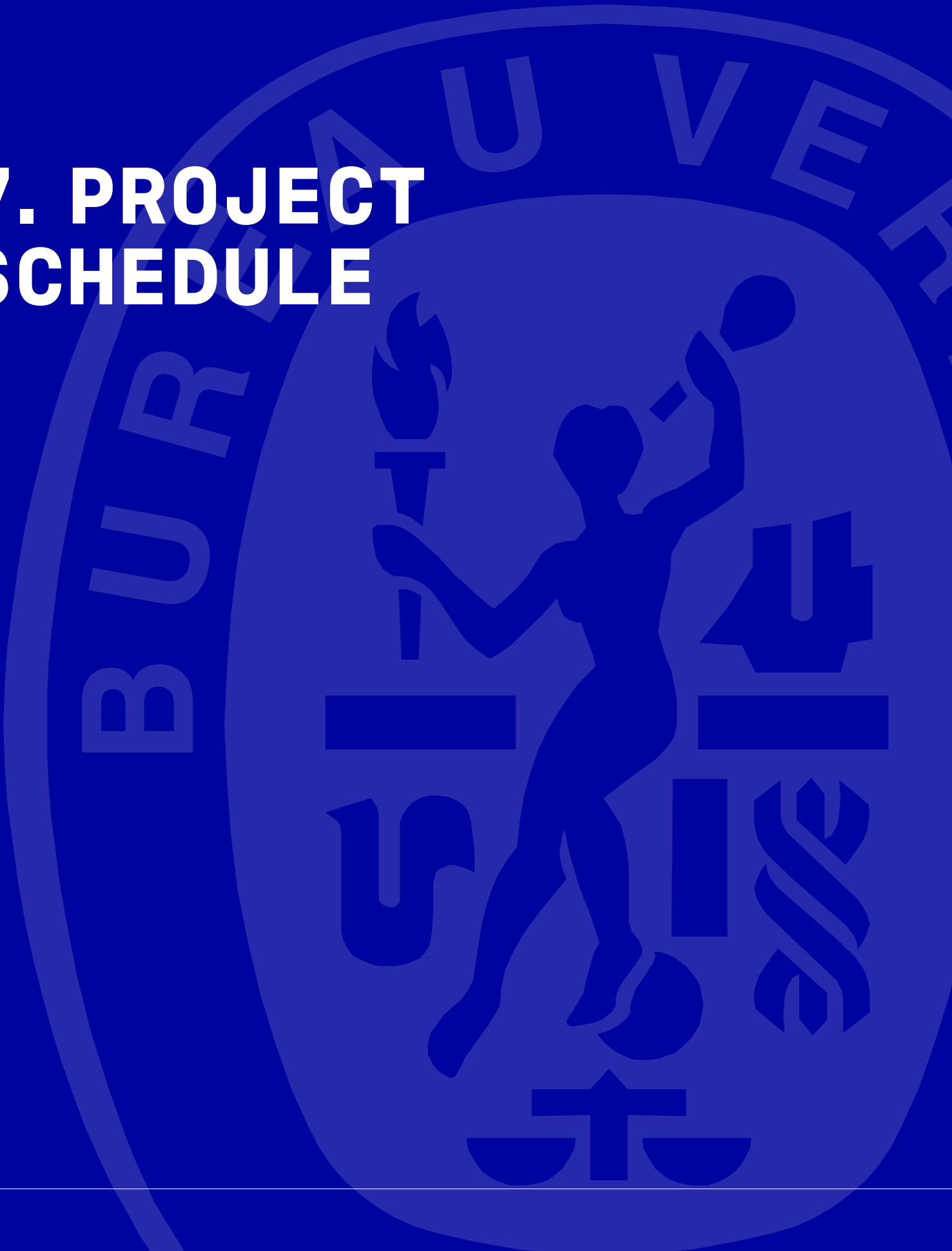
- This final step includes a review of the Assessment reports by property for completeness and accuracy, using the checklist developed in the first step. Before the final reports are submitted to the client, the documentation will be reviewed against any comments made by the client to ensure that all client comments are addressed in the final reports.

**6. COMPENSATION/
PAYMENT
SCHEDULE- PROVIDED
SEPARATELY**

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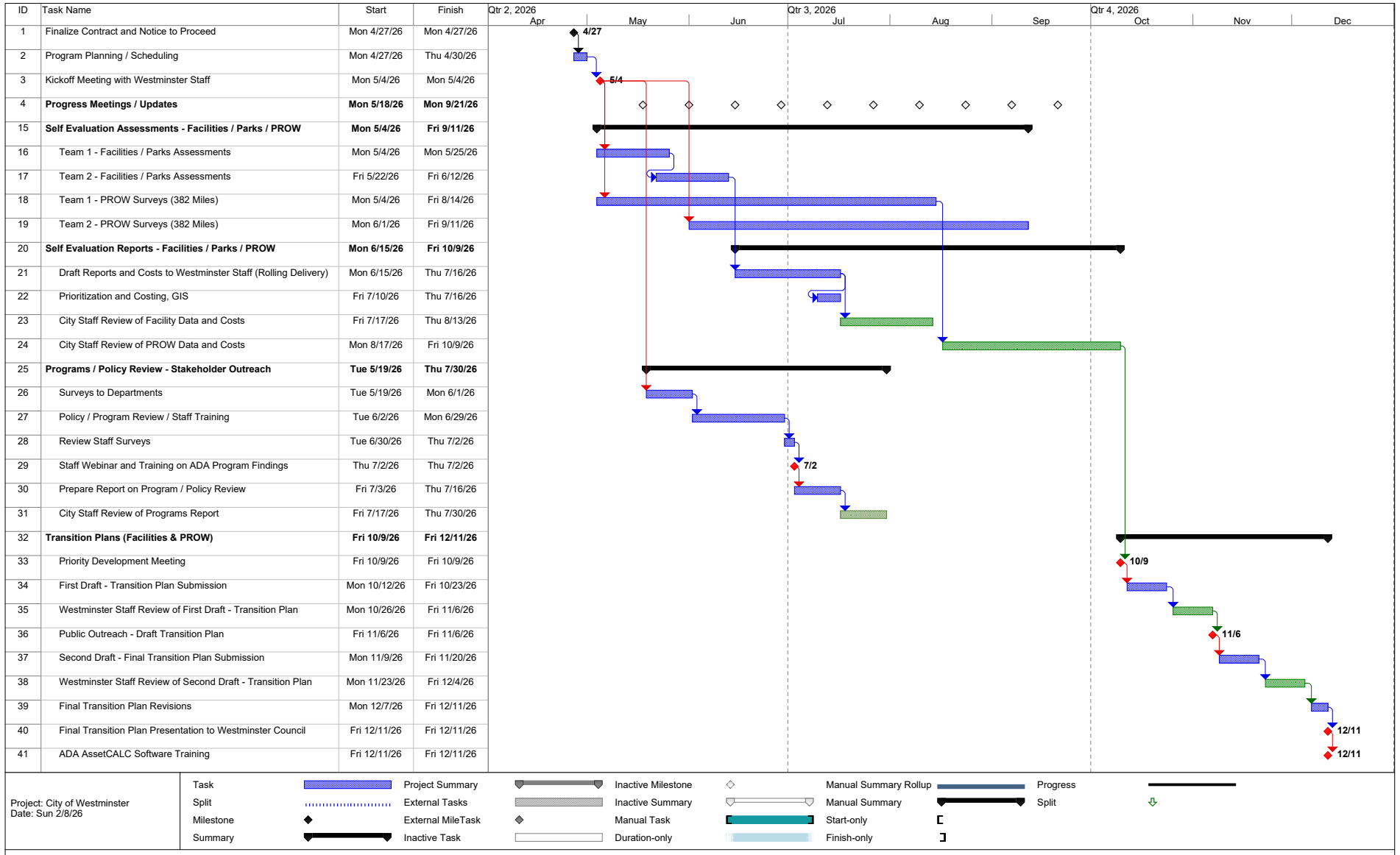


7. PROJECT SCHEDULE



7. PROJECT SCHEDULE

BV has the ability and resources to complete the ADA Assessments in a timely manner. The following details our proposed timeline to complete the project. This schedule is open to negotiations between the City and BV.





**8. SAMPLE
PROFESSIONAL
SERVICES
AGREEMENT
EXCEPTIONS OR
CONDITIONS**

8. SAMPLE CONTRACT EXCEPTIONS OR CONDITIONS

BV has no exceptions or conditions to the City's Professional Service Agreement.

9. PROPOSAL FORMS (APPENDIX A)

BUR
UNIVERSITY



NON-COLLUSION AFFIDAVIT

The undersigned represents and certifies that:

1. This Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
2. This Proposal is genuine and not collusive or sham.
3. The Proposer has not directly or indirectly induced or solicited any other Proposer to put in a false or sham proposal and has not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or anyone else to put in a false or sham proposal or to refrain from submitting to this RFP.
4. The Proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price or to fix any overhead, profit or cost element of the proposal price or to secure any advantage against the City of Westminster or of anyone interested in the proposed contract.
5. Proposer affirms that all statements contained in the Proposal and related documents are true and correct.
6. Proposer has not directly or indirectly submitted the proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay any fee to any person, corporation, partnership, company, association, organization, RFP depository, or to any member or agent thereof to effectuate a collusive or sham proposal.
7. Proposer has not entered into any arrangement or agreement with any City of Westminster public officer in connection with this proposal.
8. Proposer understands that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

I declare under penalty of perjury pursuant to the laws of the State of California and the United States that the foregoing facts are true and correct.

Executed this 21 day of January, 2026, at Ellicott City, MD, California.



Signature of Authorized Representative

Erik Piller
Name of Authorized Representative

Executive Vice President
Title of Authorized Representative

**CONSULTANT'S ACKNOWLEDGEMENT OF COMPLIANCE
WITH INSURANCE REQUIREMENTS FOR
AGREEMENT FOR PROFESSIONAL SERVICES**

The Proposer agrees, acknowledges, understands and is fully aware of the insurance requirements as specified in **Section 5, Insurance Requirements** of the attached sample Agreement for Professional Services (Attachment A) and hereby accepts all conditions and requirements as contained therein.

Proposer: Erik Piller
Name (Please Print or Type)

By: 
Consultant's Signature & Title

Date: 1/21/2026

This executed form must be submitted with proposal.


CERTIFICATION OF PROPOSAL TO THE CITY OF WESTMINSTER

The undersigned hereby submits its proposal and agrees to be bound by the terms and conditions of this Request for Proposal (RFP). By signing the Certification of Proposal and submitting a proposal to the City in response to this Request for Proposals, the Proposer hereby represents and certifies that:

- A) No elected or appointed official, officer, or employee of the City has been or shall be compensated, directly or indirectly, in connection with this proposal or for any work connected with this proposal; should any agreement be approved in connection with this Request for Proposals (“Agreement”) no elected or appointed official, officer, or employee of the City, during the term of his/her service with the City, shall have any direct or indirect financial interest in the Agreement, or obtain any present, anticipated, or future financial interest or other material benefit arising therefrom;
- B) No elected or appointed official, officer, or employee of the City shall have any financial interest, direct or indirect, in the Agreement nor shall any such official, officer, or employee participate in any decision relating to the Agreement which effects his/her personal financial interest or the financial interest of any corporation, partnership, or association in which they are, directly or indirectly, interested in violation of state law;
- C) The Proposer and its principals do not have now, nor shall it acquire any financial or business interest that would conflict with the performance of services under the Agreement;
- D) The Proposer shall represent and certify that it does not and will not discriminate against any employee or applicant for employment because of race, religion, gender, color, national origin, sexual orientation, ancestry, material status, physical condition, pregnancy or pregnancy related conditions, political affiliation or opinion, age or medical condition;
- E) By submitting the response to this request, the Proposer agrees, if selected, to furnish services to the City in accordance with this RFP;
- F) The Proposer has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them;
- G) It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City;
- H) The proposal response includes all of the commentary, figures and data required by the Request for Proposal, dated 2/11/2026.

I) The proposal shall be valid for 180 days from the due date of this RFP.

Name of Proposer: Bureau Veritas
Technical Assessments LLC

By:  _____

(Authorized Signature)

Type Name: Erik Piller

Title: Executive Vice President

Date: 1/21/2026

ADA Transition Plan RFP Questions & Answers

1. Will the barrier assessments include City communications and webpages, including information and communication technology (ICT), such as plug-ins and third-party service providers, in addition to City webpages?

Response:

No. Assessment of City communications, webpages, ICT systems, plug-ins, or third-party service providers is not included in the scope of work.

2. Does the 9-month completion schedule include time for City staff to review draft facility reports and provide comments necessary for finalization?

Response:

The RFP requests that all work be completed within an eight (8) month period. If this schedule is not feasible, proposers shall identify this concern and propose an alternative timeline in their response.

3. Does the City currently use asset management software for facility maintenance, permitting, or other functions?

Response:

The City uses EnerGov by Tyler Technologies for permit management. The City does not currently have an asset management system in place, but is actively exploring options.

4. Can the City provide the number of sidewalk miles, curb ramps, signalized intersections, pedestrian push buttons, and rapid flashing beacons or other assistive crossing devices?

Response:

- The City maintains approximately 127 miles of residential streets and 64 miles of arterial streets. Total sidewalk mileage is estimated at approximately 382 miles.
- Number of curb ramps: Unknown
- Signalized intersections: 72 traffic signals
- Pedestrian push buttons: 446 buttons
- Rapid flashing beacons or other assistive crossing devices: 10 locations

5. Is the City responsible for public transit facilities, such as bus stops? If so, how many bus stops are required to be assessed under this project?

Response:

The City is not responsible for operating public transit; however, it owns approximately 175 bus stops. Proposers shall include bus stop assessments as an optional item in the proposal.

6. Can the City provide the square footage for each facility?

Response:

Facility information is provided in the table below.

ID	Building Description	Address	Use	Square Feet	Year Built
1	City Hall	8200 Westminster Boulevard	Administration Building	14,578	1976
2	Police Department	8200 Westminster Boulevard	Police Station	88,000	2011
3	Council Chambers	8200 Westminster Boulevard	Council Chambers	4,900	1968
4	Community Services Center / Senior Center	8200 Westminster Boulevard	Senior / Recreation Center	24,007	1968
5	Public Works Corporation Yard	14381 Olive Street	Corporation Yard	31,717	2015
6	Police Training Facility	7351 Hazard Avenue	Training Facility	20,864	2015
7	Miriam Warner Community Building	14491 Beach Boulevard	Community Building	4,800	2010
8	Rose Center	14140 All American Way	Theater / Banquet Facility	33,839	2006
9	Family Resource Center	7200 Plaza Street	Family Resource Center	4,636	2019
10	Boys & Girls Club	14400 Chestnut Street	Youth Facility	17,741	1972
11	Post Office	13761 Goldenwest Street	Post Office	14,561	1966
12	Fire Station #64	7351 Westminster Boulevard	Fire Station	15,400	1982
13	Fire Station #65	6061 Hefley Street	Fire Station	6,000	1978
14	Fire Station #66	15061 Moran Street	Fire Station	4,480	1963
15	Community Theater	7272 Maple Street	Theater	3,375	1969
16	Blakey Park Historical Building				

7. Regarding parks and amenities to be assessed, can the City provide acreage, trail length, and an amenity list?

Response:

Park acreage information is provided in the table below. Trail lengths and detailed amenity inventories are not currently available.

#	City Park	Address	Acres
1	Westminster Village Park	5300 Tattershall Avenue	2.59
2	Bolsa Chica Park	13660 University Street	4.57
3	Virginia K. Boos Park	13831 Hammon Place	0.37
4	Margie L. Rice Park	6060 Hefley Street	1.81
5	Cascade Park	14100 Cascade Street	2.19
6	Goldenwest Park	13200 Siskiyou Street	1.75
7	Buckingham Park	6502 Homer Street	4.95
8	Frank G. Fry Park	7481 21st Street	4.26
9	Sigler Park	7200 Plaza Street	5.84
10	College Park	15422 Vermont Street	1.82
11	John F. Land Park	15151 Temple Street	1.69
12	Community Pocket Park	14624 Ralph Lane	0.17
13	Mendez Tribute Monument Park	7371 Westminster Boulevard	0.19
14	Liberty Park	13900 Monroe Street	2.88
15	Sid Goldstein Freedom Park	14180 All American Way	1.51
16	Blakey Park	8612 Westminster Boulevard	2.37
17	Oasis Park	8612 Oasis Avenue	0.19

Updated: Jan. 30, 26

18	Westminster Park	14402 Magnolia Street	8.81
19	Tony Lam Park	8301 West McFadden Avenue	5.03
20	Russell Paris Park	8582 Palos Verdes Avenue	11.92
21	Coronet Park	15251 Oakcliff Drive	1.85
22	Newcastle Park	14720 Kent Street	2.10
23	Bowling Green Park	14700 Bowling Green Street	3.16
24	Elden F. Gillespie Park	9801 McFadden Avenue	3.40
25	Cloverdale Park	9721 Cloverdale Avenue	2.00

Bureau Veritas has received, acknowledges, and accepts this RFI Response.



Erik Piller
Executive Vice President



**BUREAU
VERITAS**

REVISED PROPOSAL FEE

May 19, 2026

Scope Revision

Bureau Veritas reduced some costs per task and lowered the estimation of Public Rights-of-Way sidewalk mileage based on 191 miles of centerline road (127 miles of residential streets and 64 miles of arterial streets).

We found that taking the centerline road and multiplying it by 1.75 is a more accurate estimation of linear sidewalk length. It accounts for one-sided roads and other urban area differentials.

Typical California Urban Areas:

- Downtown/older commercial cores: 85–95% of streets have sidewalks on both sides
- Mid-density residential (post-1950s): 40–70% both sides; 20–40% one side only
- Suburban/newer development: 30–60% both sides; many streets have none
- Rural/exurban areas: 5–20% both sides

Fee Revision

BUREAU VERITAS TASK FEE BREAKDOWN				LUMP SUM TOTAL	\$ 395,304.74
TASK 1	PROGRAM AND MEETINGS - INCLUDES PUBLIC OUTREACH			\$	23,975.00
TASK 2	INITIAL INVESTIGATION AND DOCUMENT REVIEW			\$	17,920.00
TASK 3	FIELD SURVEY AND SELF-EVALUATION			\$	329,459.74
	PHASE 1	PUBLIC RIGHT-OF-WAY (335 MILES)	Per Mile Rate	\$ 685.89	\$ 229,772.86
	PHASE 2	FACILITY SURVEYS			\$ 42,955.31
	PHASE 3	PARK SURVEYS			\$ 56,731.56
TASK 4	GIS INTEGRATION			\$	2,400.00
	PHASE 1	PUBLIC RIGHT-OF-WAY	Included in TASK 3 - Phase 1 / Printing		\$ 2,400.00
	PHASE 2	FACILITY SURVEYS	N/A		\$ -
	PHASE 3	PARK SURVEYS	N/A		\$ -
TASK 5	DATABASE			\$	3,000.00
	PHASE 1	PUBLIC RIGHT-OF-WAY	Included in TASK 3 - Phase 1		\$ -
	PHASE 2	FACILITY SURVEYS	N/A		\$ 1,500.00
	PHASE 3	PARK SURVEYS	N/A		\$ 1,500.00
TASK 6	PRELIMINARY COST ESTIMATES			\$	-
	PHASE 1	PUBLIC RIGHT-OF-WAY	Included in TASK 3 - Phase 1		\$ -
	PHASE 2	FACILITY SURVEYS	Included in TASK 3 - Phase 2		\$ -
	PHASE 3	PARK SURVEYS	Included in TASK 3 - Phase 3		\$ -
TASK 7	FINAL ADA SELF-EVALUATION AND TRANSITION PLAN			\$	18,550.00



BUREAU VERITAS HOURLY BREAKDOWN **LUMP SUM TOTAL \$ 395,304.74**

TASK 1 PROGRAM AND MEETINGS - INCLUDES PUBLIC OUTREACH **\$ 23,975.00**

	Rate	Hours	Sub-Total
Project Executive	\$ 190.00		\$ -
Program Manager	\$ 140.00	70	\$ 9,800.00
Project Manager I	\$ 120.00		\$ -
Project Manager II or CASp	\$ 130.00	28	\$ 3,640.00
Technical Reviewer	\$ 115.00		\$ -
QC/QA Mgr, IT or Other	\$ 135.00		\$ -
Admin	\$ 80.00	67	\$ 5,360.00
Expenses - Logistics			\$ 5,175.00

TASK 2 INITIAL INVESTIGATION AND DOCUMENT REVIEW **\$ 17,920.00**

	Rate	Hours	Sub-Total
Project Executive	\$ 190.00		\$ -
Program Manager	\$ 140.00	18	\$ 2,520.00
Project Manager I	\$ 120.00		\$ -
Project Manager II or CASp	\$ 130.00	84	\$ 10,920.00
Technical Reviewer	\$ 115.00	20	\$ 2,300.00
QC/QA Mgr, IT or Other	\$ 135.00		\$ -
Admin	\$ 80.00	16	\$ 1,280.00
Expenses - Training Manuals			\$ 900.00

TASK 3 FIELD SURVEY AND SELF-EVALUATION **\$ 329,459.74**

PHASE 1 - PUBLIC RIGHT-OF-WAY (335 MILES)

Quantity (Miles)	Rate	Sub-Total
335	\$ 685.89	\$ 229,772.86

PHASE 2 - FACILITY SURVEYS

	Rate	Hours	Sub-Total
Project Executive	\$ 190.00		\$ -
Program Manager	\$ 140.00	36	\$ 5,040.00
Project Manager I	\$ 120.00		\$ -
Project Manager II or CASp	\$ 130.00	192	\$ 24,960.00
Technical Reviewer	\$ 115.00	60	\$ 6,900.00
QC/QA Mgr, IT or Other	\$ 135.00	8	\$ 1,080.00
Admin	\$ 80.00	20	\$ 1,600.00
Expenses - Logistics			\$ 3,375.31

PHASE 3 - PARK SURVEYS

	Rate	Hours	Sub-Total
Project Executive	\$ 190.00		\$ -
Program Manager	\$ 140.00	27	\$ 3,780.00
Project Manager I	\$ 120.00		\$ -
Project Manager II or CASp	\$ 130.00	273	\$ 35,490.00



Technical Reviewer	\$	115.00	81	\$	9,315.00
QC/QA Mgr, IT or Other	\$	135.00	8	\$	1,080.00
Admin	\$	80.00	27	\$	2,160.00
Expenses - Logistics				\$	4,906.56

TASK 4 GIS INTEGRATION \$ 2,400.00

PHASE 1 - PUBLIC RIGHT-OF-WAY (335 MILES)	GIS Integration Included in TASK 3 - Phase 1	Sub-Total
Expenses- Hardcopies of maps in 11" x 17" format compiled in a binder.		\$ 2,400.00
PHASE 2 - FACILITY SURVEYS		N/A
PHASE 3 - PARK SURVEYS		N/A

TASK 5 DATABASE \$ 3,000.00

PHASE 1 - PUBLIC RIGHT-OF-WAY (335 MILES)	Database (ESRI) Included in TASK 3 - Phase 1	N/A
PHASE 2 - FACILITY SURVEYS		Sub-Total
Expenses- AssetCALC Database Development		\$ 1,500.00
PHASE 3 - PARK SURVEYS		Sub-Total
Expenses- AssetCALC Database Development		\$ 1,500.00

TASK 6 PRELIMINARY COST ESTIMATES \$ -

PHASE 1 - PUBLIC RIGHT-OF-WAY (335 MILES)	Cost Estimating Included in TASK 3 - Phase 1	N/A
PHASE 2 - FACILITY SURVEYS	Cost Estimating Included in TASK 3 - Phase 2	N/A
PHASE 3 - PARK SURVEYS	Cost Estimating Included in TASK 3 - Phase 3	N/A

TASK 7 FINAL ADA SELF_EVALUATION AND TRANSITION PLAN \$ 18,550.00

	Rate		Hours	Sub-Total
Project Executive	\$	190.00		\$ -
Program Manager	\$	140.00	20	\$ 2,800.00
Project Manager I	\$	120.00		\$ -
Project Manager II or CASp	\$	130.00	64	\$ 8,320.00
Technical Reviewer	\$	115.00	32	\$ 3,680.00
QC/QA Mgr, IT or Other	\$	135.00	16	\$ 2,160.00
Admin	\$	80.00	8	\$ 640.00
Expenses - Bounds Copies				\$ 950.00