

REQUEST FOR INFORMATION

for an

ADA Project Management Team

for

THE CITY OF PHILADELPHIA



Issued by:

THE CITY OF PHILADELPHIA (“City”)

The Mayor’s Office For People With Disabilities (MOPD)

Posted: 3/11/2022

Submission Due Date: 4/19/2022, no later than 5:00p.m. (EST Local Philadelphia, PA Time)

Responses should be sent to Adrienne Ewing (adrienne.ewing@phila.gov)

James F. Kenney, Mayor

Adrienne Ewing, Director of ADA Compliance

Amy Nieves, Executive Director, MOPD

Office of the Mayor | City of Philadelphia

TABLE OF CONTENTS

- I. ABOUT THIS REQUEST FOR INFORMATION
- II. RESPONSE CALENDAR
- III. PURPOSE OF THE REQUEST FOR INFORMATION
- IV. PROJECT BACKGROUND AND OBJECTIVES
- V. ORGANIZATION BACKGROUND
- VI. RFI CONTACT INFORMATION FOR QUESTIONS
- VII. SUBMISSION GUIDELINES AND REQUIREMENTS
- VIII. USE OF RESPONSES
- IX. CONFIDENTIALITY AND PUBLIC DISCLOSURE
- X. RIGHTS AND OPTIONS RESERVED

EXHIBIT A – FULL DESCRIPTION

EXHIBIT B – VENDOR RESPONSE

I. ABOUT THIS REQUEST FOR INFORMATION

The City of Philadelphia (“City”) is seeking information related to the Americans with Disabilities Act of 1990, as amended (“ADA”) compliance consulting services to further facilitate the implementation of specific corrective actions of the 2020 ADA Transition Plan (will be referred to in this RFI as “Transition Plan”). At this stage, we are seeking input from ADA industry experts related to the methodology and tools recommended to ensure that the corrective actions with no cost or low cost are completed according to the Transition Plan schedule. This work is specialized and therefore would not be contained in Civil Service.

This information will help the City determine the parameters of a subsequent Request for Proposal should one become necessary. We invite you to respond to the questions posed in Exhibit B of our Request for Information based on your understanding of this market and your experience related to compliance with all provisions of the ADA.

Your response to this Request for Information (“RFI”) is important to us. The RFI is organized into two sections:

- In Exhibit A, we provide information about the details of the product/service we hope to address through this solicitation, information about the City, instructions for submitting your response, and our planned timetable for evaluating responses.
- In Exhibit B, we provide Response Sheets for you to use to submit information including:
 - Vendor profile information.
 - A general description of proposed consulting services.
 - General information about the marketplace involved; and
 - General information about solutions your organization provides.

GENERAL DISCLAIMER

This RFI does not commit the City of Philadelphia to award a contract. This RFI and the process it describes are proprietary to the City and for the sole and exclusive benefit of the City. No other party, including any Respondent, is intended to be granted any rights hereunder. Any response, including written documents and verbal communication, by any Respondent to this RFI, shall become the property of the City, and may be subject to public disclosure by the City, or any authorized agent of the City. The City is not liable for any costs incurred by Respondents in preparing and submitting a proposal in response to this RFI or for any costs and expenses incurred in meeting with or making oral presentations to the City if so requested.

II. RESPONSE CALENDAR

The following chart shows the schedule of events associated with this Request for Information:

DATE	EVENT
Friday, March 11, 2022	Posting of Request for Information (RFI)
Tuesday, March 22, 2022	Deadline for Submission of Questions - Vendors are permitted to submit questions for purposes of clarifying this RFI.
Tuesday, March 29, 2022	Any answers the City provides to questions will be posted to this website .
Tuesday, April 19, 2022	Response Submission. Responses should be sent to Adrienne Ewing (adrienne.ewing@phila.gov) no later than 5:00 PM EST Local Philadelphia Time.

III. PURPOSE OF THE REQUEST FOR INFORMATION

The purpose of this Request For Information (RFI) is to solicit information from qualified vendors of professional consultant services regarding the means and methods to implement specific no-cost and low-cost corrective actions from the 2020 Transition Plan at specific locations for compliance with Title II of the 1990 Americans with Disabilities Act, including modifications made by amendments. In this RFI, low-cost corrective actions cost no more than \$200 USD.

We invite vendors who provide these services to provide information which will help us define the scope, requirements, and funding estimates should we decide to move forward with a request for proposal from potential vendors. As a local government entity, we are required to encumber funds for major expenditures, thus cost estimates are important for budgeting, but that should not be interpreted to mean that lowest cost is the major evaluation criteria. We strive to procure products and services which provide value to our residents and best meet their long-term needs. We also strive to develop mutually beneficial relationships with quality-oriented vendors.

THE CITY IS NOT SEEKING PROPOSALS AT THIS STAGE AND IS NOT REQUIRED TO SUBSEQUENTLY ISSUE AN RFP. Our intent is to become an

“informed shopper.” Please point out considerations and options we may not be aware of, which we should include in our scope and evaluation criteria should we progress to issue an RFP.

IV. PROJECT BACKGROUND AND OBJECTIVES

A. BACKGROUND

In 1990, the Americans with Disabilities Act was signed into law to prevent the discrimination of individuals with disabilities. Since 2007, Philadelphia initiated the evaluation of certain City buildings to determine ADA compliance. The City has maintained an ADA Coordinator, a grievance procedure, and directed department representatives to assist with maintaining ADA compliance. The Mayor’s Commission on People with Disabilities was re-established within the Office of the Mayor in 2014. Commission members serve on advisory committees that address issues of concern for residents with disabilities. These issues include housing, employment, barrier-free design, education, recreation, behavioral health, health & human services, arts and culture and voter access.

A consultant firm was engaged by the Mayor’s Office of the City of Philadelphia to perform a Title II Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan beginning in 2018. In December 2020, a Finalized Transition Plan was released to the public. It included a physical evaluation of 537 City buildings and outdoor facilities. The ADA non-compliant issues were listed in the Transition Plan as well as suggested corrective actions. Of the 537 sites (buildings and outdoor sites) that were evaluated, there are 250 that have corrective actions that would require low- cost or no cost for implementation. For the scope of this RFI, low-cost is defined as being less than \$200 USD. The City of Philadelphia strives to maintain facilities and provide programs, activities and services that comply with the ADA. Thus, the City seeks information and qualifications from potential vendors regarding the means and methods by which the City may complete these specific corrective actions to propel the ADA Transition Plan. The Transition Plan can be found here: [City of Philadelphia ADA Transition Plan | Mayor's Office for People with Disabilities | City of Philadelphia](#)

B. OBJECTIVES

As described more fully in Exhibit A, the City is seeking a description of the consulting services available to assist the City with completing specific ADA corrective actions that are low-cost or no cost from the 2020 Transition Plan to ensure that its services and programs comply with Title II of the ADA. The low-cost corrective actions are estimated to cost no more than \$200 USD in material cost. Responses should address the following broad areas of Title II:

1. Address the corrective actions by location.
2. Identify the requirements to complete the low cost/no cost corrective actions.
3. Provide a proposed timeline for completion.
4. The potential vendor (ADA Project Management Team) is expected to engage a general contractor to perform the specific ADA compliant tasks.
5. Organize the corrective actions into a database utilizing GIS software.

For the City to complete the corrective actions from the Transition Plan, the vendor shall describe the services, process and/or methodology recommended to effectively and efficiently complete specific corrective actions from the Plan.

Examples of the services the City may consider procuring include, but are not limited to, assessment of specific corrective actions from the Transition Plan, preparation of a timeline for the specific corrective actions to be completed, and cost estimating. Note that the City may choose any or none of the listed services. The intent of this RFI is to solely solicit examples of available services. Incorporating the use of webinars/virtual technology is preferred at this time.

CONSULTANT SERVICES SUGGESTED SHOULD NOT INCLUDE A REVIEW OF FACILITIES.

Funding has not been encumbered for this initiative yet. Any contract resulting from any subsequent RFP will be dependent on the City obtaining required appropriations for this project.

V. ORGANIZATION BACKGROUND

The City is located in the Commonwealth of Pennsylvania. The City has a population of approximately 1.5 million people. The City has approximately 30,000 employees and provides support and/or funding for the following:

Mayor's Office	Finance	Behavioral Health
Mayor's Office of Community Services	Water Department	Police
Office of the Inspector General	Department of Human Services	Pensions and Retirement
Office of Housing & Community Development	Aviation	Fleet Management
Department of Public Property	Office of Innovation & Technology	Mayor's Office of Transportation & Utilities
Office of Property Assessment	City Treasurer	Office of the City Representative
Prisons	Department of Licenses & Inspections	Board of Ethics
Commerce	Procurement	City Planning Commission
Law Department	Parks & Recreation	Civil Service Commission

Revenue	Managing Director’s Office	Human Relations Commission
Office of Supportive Housing	Fire	Labor Relations
Department of Public Health	Personnel	Office of Arts & Culture
Streets	Records	Sinking Fund Commission
Youth Commission	First Judicial District of PA	

The Kenney Administration is committed to building an inclusive government that looks like the City of Philadelphia. To that end, the Office of Diversity, Equity & Inclusion makes recommendations over the long term that work to build a more inclusive City workforce related to race, ethnicity, disability, gender, gender identity, and sexual orientation. The Office also works with those in government and the private sector to increase opportunities for all who have suffered from discriminatory practices.

VI. RFI CONTACT INFORMATION FOR QUESTIONS

All questions concerning this RFI must be in writing submitted via email by Tuesday, March 22, 2022, and directed to:

Name: Adrienne Ewing
 Title: Director of ADA Compliance
 Office: Mayor’s Office for People with Disabilities
 Email: Adrienne.Ewing@phila.gov

Responses to such questions and requests shall be at the City’s sole discretion and nothing in the RFI shall create an obligation on the City to respond to the submitting party or at all.

All responses to questions will be posted to this [website](#) no later than Tuesday, March 29, 2022. Vendors should not contact City staff; all communications regarding this RFI must be conveyed through the Contact Person who will contact staff as necessary for responses.

All responses to this RFI will be used for information purposes. This is not a request for a proposal of any kind. The City of Philadelphia will not pay for any information received or costs incurred in preparing responses to the RFI; therefore, any costs associated with voluntary responses are solely at the discretion of the interested vendor.

Responses to questions about this RFI by any City employee or agent of the City are not binding and shall not in any way be considered as a commitment by the City of Philadelphia.

VII. SUBMISSION GUIDELINES AND REQUIREMENTS

Each vendor who submits a Response to the RFI shall include the following items as set forth in Exhibit B, Vendor Response. **DO NOT INCLUDE MARKETING LITERATURE AS PART OF YOUR RESPONSE.**

VIII. USE OF RESPONSES

The responses submitted by Vendors to this RFI may be used by the Mayor's Office For People With Disabilities in the process of preparing a notice of a future contracting opportunity in order to award an organization the rights to provide services to the City as described therein. All Vendors may submit proposals to any notice of contracting opportunity if, and when, it has been posted to the City of Philadelphia websites. A Response to this RFI is not a requirement to submit a proposal for any contracting opportunity.

IX. CONFIDENTIALITY AND PUBLIC DISCLOSURE

Vendors shall treat all information obtained from the City which is not generally available to the public as confidential and/or proprietary to the City. Vendors shall exercise all reasonable precautions to prevent any information derived from such sources from being disclosed to any other person. No other party, including any Vendor, is intended to be granted any rights hereunder. Vendors agree to indemnify and hold harmless the City, its officials, and employees, from and against all liability, demands, claims, suits losses, damages, causes of action, fines and judgments (including attorney's fees) resulting from any use or disclosure of such confidential and/or proprietary information by any Vendor or any person acquiring such information, directly or indirectly, from any Vendor.

X. RIGHTS AND OPTIONS RESERVED

In addition to the rights reserved elsewhere in this RFI, the City reserves and may, in its sole discretion, exercise any or more of the following rights and options with respect to this RFI if the City determines that doing so is in the best interest of the City:

1. To decline to consider any response to this RFI ("Response" to cancel the RFI at any time; to elect to proceed or not to proceed with discussions or presentations regarding its subject matter with any Vendor and with firms that do not respond to the RFI; or to reissue the RFI or to issue a new RFI (with the same, similar, or different terms).
2. To waive, for any Response, any defect, deficiency, or failure to comply with the RFI if, in the City's sole judgement, such defect is not material to the Response.

3. To extend the Submission Date/Time and/or to supplement, amend, substitute, or otherwise modify the RFI at any time prior to the Submission Date/Time, by posting notice thereof on the City web page(s) where the RFI is posted.
4. To require, permit or reject amendments (including, without limitation, submitting information omitted), modifications, clarifying information, and/or corrections to Responses by some or all Vendors at any time before or after the Submission Date/Time.
5. To require, request or permit, in discussion with any Vendor, any information relating to the subject matter of this RFI that the City deems appropriate, whether or not it was described in the Response to this RFI.
6. At any time determined by the City, to discontinue discussions with any Vendor or all Vendors regarding the subject matter of this RFI, and/or initiate discussions with any other Vendor or with vendors that did not respond to the RFI.
7. To do any of the foregoing without notice to Vendors or others, except such notice as the City, in its sole discretion, may elect to post on the City web page(s) where this RFI is posted.

This RFI and the process described are proprietary to the City and are for exclusive benefit of the City. Upon submission, Responses to this RFI shall become the property of the City who shall have unrestricted use thereof. Responses may be subject to public disclosure under the Pennsylvania Right-to-Know-Law. However, a “record that constitutes or reveals a trade secret or confidential proprietary information” is exempt from access by a requested under that law. Ultimate determination of the application of that exemption cannot be assured, but Vendors are advised to clearly mark any portion(S) of any submittal believed to qualify for that exemption. By submitting its Response, the Vendor agrees to these terms.

EXHIBIT A - FULL DESCRIPTION

The City of Philadelphia has the highest disability rate of large U.S. cities. There are 16% of individuals (approximately 246,000) with a physical, emotional, or cognitive disability according to data from the 2016 U.S. Census Bureau's American Community Survey. The data also revealed that American cities with high poverty rates tend to have higher rates of disabilities.

The Mayor's Office for People with Disabilities published a Self-Evaluation and ADA Transition Plan in December 2020. The Transition Plan includes 537 facilities (including outdoor buildings) with ADA suggested corrective actions for each location to meet compliance. Of the 537 facilities evaluated, there are 250 that have at least one low-cost or no cost suggested corrective action. The low/no cost corrective actions may include but are not limited to installing a grab bar in an ADA restroom stall, lowering a mirror, soap or towel dispenser that is too high on the wall, relocating moveable furniture and installing Braille signage to provide access for residents. For the current fiscal year (FY22), there is a total of 37 ADA facilities to be addressed (and/or outdoor locations) from the Transition Plan.

The facilities (buildings and outdoor locations) in the Transition Plan were prioritized according to the Department of Justice regulations in 28 Code of Federal Regulations (CFR) Part 36 Section 304(c):

- Priority 1** - Accessible approach and entrance, accessible path to and through the site & safety
- Priority 2** - Access to goods, services, programs, and activities
- Priority 3** - Access to public toilet rooms
- Priority 4** - Access to other public amenities such as water fountains and public telephones

In addition to ADA priority, facilities were prioritized by equity based upon location in low-income and/or minority neighborhoods. Facilities designated as ADA Priority 2 were prioritized higher than other sites that are designated as a Priority 1 due to location in low-income neighborhoods that were impacted by disinvestment.

There are 537 buildings and outdoor facilities that were assessed in the Transition Plan. Nearly half (250) of the 537 projects have at least one low or no cost corrective action that could potentially be completed by a general contractor. Due to budget and other pandemic related constraints, some of the low/no cost projects in the Transition Plan may not be prioritized and could potentially present challenges with implementation in a timely manner. The Mayor's Office for People with Disabilities (MOPD) is exploring the possibility of engaging an ADA Project Management Team to assist with accomplishing the low/no cost corrective actions in the Transition Plan. This addition would potentially propel the specific Transition Plan projects forward. MOPD is committed to collaborating with City departments that participated in the self-evaluation and the Transition Plan to implement the larger and more extensive corrective actions. We would expect that the potential ADA Project Management Team would engage their own general contractor with the skillset and experience in ADA compliance to accomplish these tasks. The goal is to ensure that the Transition Plan will be on or ahead of schedule.

Essential Duties to Perform the low-cost or no cost corrective actions:

Under supervision from a consultant with certification in ADA compliance, a general contractor will perform a variety of ADA compliance and routine maintenance in various facilities; ensure that facilities are available for use and consistently maintained in a safe and clean condition.

Areas of responsibility include, but are not limited to, carpentry, painting, plumbing, and electrical trades work. Operates a variety of maintenance tools and equipment.

- Assembles, repairs, maintains, and moves furniture, cabinets, related fittings, and fixtures.
- Patch, Paint, replace tile, carpet, clean area as required after performing maintenance/repairs.
- Understand, interpret, and apply all ADA requirements for compliance, pertinent codes, regulations, policies, and procedures.

Examples of Low- Cost or No Cost Corrective Actions:

- Install grab bars
- Adjust restroom accessories to ADA compliant height
- Adjust counter heights
- Widening turnstile areas
- Adjusting door speed/weight
- Handrail issues/install compliant handrails
- Signage height issues/install Braille signage
- Relocate furniture (blocking access)

EXHIBIT B - VENDOR RESPONSE

1.0 Vendor Profile

Please complete the following profile information about your organization.

1.1 Vendor Name
1.2 Head Office / Primary Business Locations
1.3 Description of Vendor's Business Activity (What do you do or sell?)
1.4 Ownership Type – Primary Business Entity? / Subsidiary of Parent Company?
1.5 Years in Business / Years Serving This Market
1.6 Total Amount of Customers / Number of Customers in this Market
1.7 Previous Relationship Serving the City of Philadelphia
1.8 Total Amount of Employees / Number of Employees in Immediate Area (City of Philadelphia)

1.9 Annual Sales/Revenue in this Market
1.10 Ownership / Executive Contact Information
1.11 Sales / Account Management Contact Information
1.12 Other Important Facts About the Vendor the City Should Know

2.0 General Consulting Questions

Please describe the consulting services necessary for the City to ensure that its services and programs comply with Title II of the ADA. In describing proposed services, please include the following information as set forth below.

2.1 It is anticipated that the City will need the following services at a minimum:
<ul style="list-style-type: none"> i. Review of the 2020 Philadelphia ADA Transition Plan under Title II. ii. Written evaluation of the corrective actions from the Transition Plan. iii. Written assessment of the low-cost and no cost corrective actions from the Transition Plan. iv. Written proposed schedule for completing the low-cost and no cost corrective actions by location. (i.e., neighborhood, district, etc.) v. Determination of the number of individuals required to complete the specified corrective actions.

<p>2.2 Experience working with Title II of the ADA and approach to project management.</p>
<p>2.3 Sample project plan to include tasks associated with these services as well as estimated timeframes for such tasks.</p>
<p>2.4 Description of how personnel management will be handled, including whether a project manager should be assigned, and a description of the staffing levels that would be required to perform these services.</p>
<p>2.5 Estimated Costs: The City understands that vendors may not be able to provide exact costs under this RFI without having specific information on how these services might be implemented; however, vendors are asked to provide information on estimated or known costs (for project management services and procuring a general contractor to perform specific tasks) typically associated with the types of services described above. Cost estimates will assist the City in the planning of a solicitation that may result in a response to this RFI.</p>
<p>2.6 Identify the nature and amount of City resources (i.e., staff or technology) needed to perform this type of service. Also, describe any recommendations you would make for maximizing efficiency and effectiveness of this overall project.</p>

3.0 General Summary of Vendor's Understanding of City Needs

Based on the information provided about the City and its objectives, what guidance can you share about the City's needs?

3.1 What should the City focus on immediately and prioritize in securing this product/service?
3.2 What short-term and long-term challenges should the City expect associated with securing this product/service?
3.3 What might be the City's costs from delaying a decision to move forward?
3.4 Beyond budget allocations, what internal support should the City be prepared to allocate to make this product/service successful?
3.5 What are the three key Change Management issues the City should be ready to address?

4.0 General Summary of Vendor’s Understanding of the Market for ADA Compliance in Title II Entities

Your organization has been servicing clients in this market for some time. We feel we would benefit from your candid response to some areas we want to understand better.

4.1 What aspects of the market for this product/service have changed significantly in the past 3-5 years?
4.2 What aspects of the market for this product/service would you expect to change significantly in the next 3-5 years?
4.3 What characteristics make clients successful implementing this product/service?
4.4 What characteristics of clients do you find to be ‘red flags’ which may hinder successful implementation of this product/service?
4.5 What is the lifecycle of product/services in this market? – e.g., replacement of products/services with new generations, length till obsolescence.

5.0 City of Philadelphia General Questions

The City has identified a few general questions. Please respond to each question based on solutions your organization has provided in similar situations.

Please describe your experience with leading/conducting this type of work with similar sized organizations? Please include the name(s) of projects, entities/size and dates contracted.

Do you have prior experience with compliance of ADA Title II projects?

Describe any projects that you have consulted with where you provide or provided on-going ADA consultation?

6.0 Vendor Opportunity to Share Product/Service Information

What products and/or services would you recommend the City know more about? Please complete the summary sections (feel free to insert new table lines if necessary and you may attach PDF files of product information, articles, etc.).

6.1 Vendor Product
Product Name:
Typical Client Investment/Annual Spend:
Typical Costs Associated with Implementation:
Training Requirement / Costs:
Annual Support Costs (e.g., licensing, preventive maintenance, etc.):
6.2 Vendor Product
Product Name:
Typical Client Investment/Annual Spend:
Typical Costs Associated with Implementation:
Training Requirement/Costs:
Annual Support Costs (e.g., licensing, preventive maintenance, etc.):

7.0 What Didn't We Consider?

Assembling a Request for Information can be a formidable process. There are always items we failed to consider. This is where we ask for your help and guidance.

7.1 Are there any other points the City did not include in this RFI which you would have expected to see?
7.2 Are there points we are inconsistent on based on what you see in this RFI?