

City of Montpelier, VT

ADA ADVISORY COMMITTEE MEETING

**Special Meeting**

Thursday, May 17<sup>th</sup> @ 10:00 am

City Hall – City Manager’s Conference Room

AGENDA

1. Approve agenda
  - a. Action suggested: Members should review and approve the agenda, including the order of the agenda as well as identifying items to be added under “Other Business”.
2. Opportunity for Public Comment
3. Review of Proposals Submitted to Conduct an ADA Transition Plan
  - Request For Proposals (RFP) released March 16, 2018 (due date 4/12/18 @ 4:00 pm)
  - Answers to questions received posted to City’s web site on 4/19/18
  - Three proposals received & posted to City’s web site from:
    - Accessology
    - Institute for Human Centered Design
    - Meeting the Challenge

Committee to discuss evaluations completed by members and scoring will be averaged to compile the committee’s overall score and selection. The sealed cost proposals will then be opened. Consideration will be given to conducting reference checks and/or interviews.

The committee may consider a motion to vote on a consultant to be recommended for City Council to award a contract. Council meeting dates for possible action to award are May 23<sup>rd</sup> or June 13<sup>th</sup>.

4. Approve Minutes from last meeting held on 3/27/18
5. Other Business

## 6. Adjourn

The City of Montpelier is committed to ensuring equal access to its programs and services. All programs and meetings are held in wheelchair-accessible locations. To request an accommodation, please contact ADA Coordinator Bill Fraser, 802.223.9502, [wfraser@montpelier-vt.org](mailto:wfraser@montpelier-vt.org), or visit the City Manager's office at City Hall, 39 Main Street, Montpelier, VT 05602.