

City of Montpelier, VT

ADA ADVISORY COMMITTEE MEETING

Special Meeting

Thursday, May 17th @ 10:00 am

City Hall – City Manager’s Conference Room

Attendance: Franklin Shiner, Tom McArdle, Kevin Casey, Arne McMullen, Sue Allen, Chris Lumbra, Jack McCullough, Dianne Richardson, Tina Hagen, Marty Roberts.

Approve agenda

Dianne made a motion to approve the agenda as presented. There was a second. The motion passed unanimously.

Opportunity for public comment

There was no one from the public present.

Introductions and welcome

Since there were no members of the public, this was skipped.

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

There were three proposals for the RFP.

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:

There was a matrix designed to score each proposal. The Institute for Human Centered Design (IHCD) received scores of 95/95/99/95 from the commission members who were able to do the matrix. IHCD received the highest numbers, with the other two being close in totals to each other. Each company presented an overview of their work plan, qualifications, and key staff members. Sealed cost proposals were opened separately then discussed. \$ 161,456 was the highest proposal by Accessology, Meeting the Challenge was \$ 105,480, and IHCD was \$ 46,996. The estimated hours were 653 for Accessology, Meeting didn't provide a number of hours, and IHCD's hours were 434.

Dianne made a motion to award the contract to Institute for Human Centered Design, Marty seconded, the motion passed unanimously.

Tom stated the committee's recommendation would be placed on the next City Council agenda for contract award consideration.

At this point, Tina left the meeting.

Review and approve meeting minutes from March 27, 2018

Kevin made a motion to approve the minutes as presented, Arne seconded. The motion was approved on a unanimous vote.

Other business

The ADA transition will be very busy. The City Council urged the commission to spend down the money in the CDBG ADA and any money available be made available to the Mountaineers to make the bleachers wheelchair accessible. Discussion ensued about other possible needs for the funds which will be identified in the transition plan and to hold remaining funds to help with those costs and as possible grant match. The Rec field will need accessible restrooms which is surely to be flagged in the report.

Kevin left the meeting at this point.

What constitutes a quorum for this commission will be on the agenda for the next meeting. Franklin's position with VCIL has been terminated, so he will remain on the commission and as Chair as a committee member. Tom will see if IHCD can attend the next committee meeting which would serve as the project kick-off meeting.

Tom noted that some problems with the concrete sidewalks poured in the downtown last year have been identified but not yet certain if any of the walks will need to be replaced and if so, what impacts there might be. That is a State

project, it's not been determined if blocks of sidewalk need to be pulled up. Some Main Street sidewalk section need to be completed. Tom also gave an update about the Northfield Street project, phase 2.

Confirm next meeting date – June 5, 2018.

Adjourn

Dianne made a motion to adjourn, Sue seconded and approved.

Respectfully submitted,

Tami Furry
Recording Secretary

DRAFT