



# Council Agenda Report

From: Clyde Ganes, Building Official, ADA Coordinator  
Subject: Americans with Disabilities Act (ADA) Transition Plan Update  
Date: January 17, 2017

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## **Facts**

1. In order to comply with the requirements of the Americans with Disabilities Act (ADA) and limit liability as a property owner, cities must prepare and regularly update an ADA Transition Plan (Plan). The Plan identifies the areas where the city is not fully in compliance with current ADA standards, and identifies how the City plans to bring those areas into compliance over time.
2. The City's current Plan was prepared in 2008 and needs to be updated and refined. Updating the plan will help the City with budgeting for capital improvements and program adjustments, as well as help the City to explain to the public how we are meeting this unfunded Federal mandate. The Plan also provides compliance with Section 504 of the Federal Rehabilitation Act, which guarantees certain rights to people with disabilities.
3. The City has invested significant funds into ADA compliance projects over the last several years. However, because there was a lot of infrastructure built prior to the ADA standards, and because those standards have continued to change over time, additional compliance work remains.
4. California Joint Powers Insurance Authority (CJPIA), the City's primary insurance provider, has programs to help the City update the ADA Transition Plan. The City has an opportunity to work with CJPIA and Disability Access Consultants (DAC) on an update to the Transition Plan that will include the purchase and installation of new software with improved transition monitoring and reporting capabilities.
5. The Adopted 2016/17 Budget includes \$100,000 in funding for an ADA Transition Plan update. The enterprise funds would also pay a proportionate share of the costs based on the share of their facilities/programs included in the ADA Transition Plan update.

## **Options**

1. Do nothing.
2. Working with CJPIA, approve sole source funding of a contract with Disability Access Consultants (DAC) to update the ADA Transition Plan (with the Section 504 compliance), including the software for the transition plan monitoring and reporting.
3. Issue a formal Request for Proposals ADA Transition Plan update services (with the Section 504 compliance).
4. Refer back to staff for additional analysis.

## **Analysis and Conclusions**

The City is required to have an adequate ADA Transition Plan. The current ADA Transition Plan was prepared in 2008 and would benefit from a comprehensive update. The City has an opportunity to work with CJPIA and DAC to not only complete the ADA update (including Section 504) but to have the new Transition Plan in software that includes monitoring and reporting features that would be very helpful in an audit or legal action. Option 1 leaves the City open for challenges as to the suitability of our current ADA Transition Plan.

Option 2 would afford the City the opportunity to address this issue while working with CJPIA preferred consultant, DAC (a company which has done ADA Transition Plans for many cities in California). The final product would be an updated Transition Plan with tracking software that would meet ADA and Section 504 standards. The Plan update would advise the City Council about capital and program spending for future budgets, and that would better situate the City in the event of any future legal action.

Option 3 is essentially the same as Option 2 with a formal Request for Proposals selection process to select a firm to prepare the ADA Transition Plan update. This step, which is designed to ensure a cost-effective outcome by promoting competition, is not necessary in this instance, as CJPIA has already undertaken a competitive process, has selected DAC as best able to meet the requirements, and has worked with DAC to ensure the development of cost-effective plans for member agencies.

Option 4 should be selected if the City Council desires analysis of other options to update the Plan.

## **Fiscal Impact**

This Plan update will cost \$139,600 based on the proposal from DAC (attached), with an on-going \$2,000/year software subscription fee. The current budget allocated \$100,000 from the General Fund for this work. The additional funds could be allocated as follows: \$13,200 from the Airport Fund, \$13,200 from the Water Fund, and \$13,200 from the Wastewater Fund. The annual fee for the software is \$2,000, with CJPIA paying for the first year.

## **Recommendation**

1. Approve draft Resolution 17-xxxx, authorizing the City Manager to execute an agreement with Disability Access Consultants (DAC) to update the ADA Transition Plan (with Section 504) and to approve the necessary budget appropriation from enterprise funds
2. Authorize the City Manager and City Attorney to make minor adjustments to the agreement, if needed, remaining fully consistent with the Council's intent.

## **Attachments**

1. Resolution 17-xxxx
2. DAC Proposal, dated 1/9/17

RESOLUTION NO. 17-XXX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL PASO DE ROBLES  
AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH  
DISABILITY ACCESS CONSULTANTS (DAC) TO UPDATE THE ADA TRANSITION PLAN  
AND TO INCLUDE SOFTWARE AND TRAINING

WHEREAS, to comply with the requirements of the Americans with Disabilities Act (ADA) and limit liability as a property owner, cities must prepare and regularly update an ADA Transition Plan (Plan); and

WHEREAS, the City's current Plan was prepared in 2008 and needs to be updated and refined in order to properly budget for capital improvements and make associated program adjustments; and

WHEREAS, the City has invested significant funds into ADA compliance projects over the last number of years, but staying compliant with ADA standards which continue to change over time, is an on-going effort;

WHEREAS, the California Joint Powers Insurance Authority (CJPIA) has negotiated discount rates with Disability Access Consultants (DAC) who can make this rate available to its member cities like Paso Robles to update its Transition Plan; and

WHEREAS, the Transition Plan services will include the purchase, installation and user training of new software with improved transition monitoring and reporting capabilities; and

WHEREAS, the adopted 2016/17 Budget includes \$100,000 in funding for an ADA Transition Plan update, and the City's enterprise funds will pay a proportionate share of the costs based on the share of their facilities/programs included in the ADA Transition Plan update; and

WHEREAS, the CJPIA has already undertaken a competitive process, has selected DAC as best able to meet the scope requirements, and has worked with DAC to ensure the development of cost-effective plans for member agencies, making a sole source contract award appropriate in this case.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EL PASO DE ROBLES DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. All of the above recitals are true and correct and incorporated herein by reference.

Section 2. The City Manager is authorized to execute an agreement with Disability Access Consultant (DAC) to update the ADA Transition Plan inclusive of software and training per the attached Proposal dated 1/9/17 subject to any minor, technical, or non-substantive changes as approved by the City Manager and the City Attorney.

Section 3. The City Manager is authorized to execute any other documents necessary to effectuate the completion of the ADA Transition Plan scope of work, including but not limited to, software license agreements and/or Memorandums of Understanding with CJPIA.

Section 4. The funds for this project are identified in the FY16-17 Budget (\$100,000) and proportional participation of the Airport (\$13,200), Water (\$13,200), and Sewer (\$13,200) Enterprise funds will supplement current budget for the not to exceed contract of \$139,600.

APPROVED this 17th day of January, 2017, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Steven W. Martin, Mayor

ATTEST:

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Kristen L. Buxkemper, Deputy City Clerk



# City of Paso Robles

Proposal for Accessibility Services

## AMERICANS WITH DISABILITIES ACT (ADA) SELF-EVALUATION AND TRANSITION PLAN

March 30, 2016  
Updated January 9, 2017

Disability Access Consultants  
2243 Feather River Blvd  
Oroville, CA 95965



**COVER LETTER**

March 30, 2016  
Updated January 9, 2017

To: Ms. Marlaine Sanders  
Human Resources Manager  
City of Paso Robles  
1000 Spring Street  
Paso Robles, CA 93446

Re: Americans with Disabilities (ADA) Self-Evaluation and Transition Plan

Firm Information: Disability Access Consultants (DAC)  
Southern California: 17777 Center Court Drive, Suite 600, Cerritos, CA 90703  
Headquarters: 2243 Feather River Blvd, Oroville, California 95965  
Project Manager: Barbara Thorpe, President  
[bthorpe@dac-corp.com](mailto:bthorpe@dac-corp.com) Phone: 1-800-743-7067

We appreciate the opportunity to submit our statement of qualifications and proposal for providing consultant services for an Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan for the City of Paso Robles public facilities and public rights-of-way.

DAC has extensive experience in the evaluation of program and facility accessibility and provides a full continuum of Americans with Disabilities Act (ADA) and accessibility services for public entities, such as the City of Paso Robles. Founded as a California corporation and woman owned business in 1998, DAC has provided services for the past 17 years to assist public entities to comply and implement accessibility requirements in accordance with the ADA, Title 24 of the California Building Code, Section 504 and related federal, state and local disability-related nondiscrimination laws and regulation. DAC has conducted over 15,000 building inspections, surveyed thousands of parks and playgrounds, thousands of miles of sidewalks and performed hundreds of programmatic reviews and self-evaluations to study the accessibility of programs, services, activities, events and related areas. DAC has a comprehensive understanding of applicable standards, regulations and requirements under Title II of the ADA, California Building Code and related state accessibility standards. DAC has completed over a hundred similar studies.

DAC has also been working on a project for the Department of Transportation in Washington, D.C. to develop a pilot study for potential duplication of methodologies in other geographic areas, using tools and standards for public rights-of-way accessibility reviews by means of a software program to update and manage the ADA public rights-of-way transition plan. DAC is providing recommendations for best practices and technologies for the DOT.

To provide for easy management of the transition plan and documentation of compliance efforts, DAC has developed web-based software called DACTrak. DACTrak is a powerful tool to manage and update the transition plan, project costs and document progress. Custom reports can be printed in a variety of formats.

This proposal is authorized by Barbara Thorpe, who is empowered to submit the bid, negotiate with the City, and authorized to sign a contract with the City of Paso Robles. There are no conflicts of interest. DAC declares that this proposal is submitted in fair and good faith with no collusion or fraud.

Respectfully submitted by Barbara Thorpe, President



## **FIRM ORGANIZATION AND DESCRIPTION OF QUALIFICATIONS**

Disability Access Consultants was founded as a woman owned California Corporation in 1998, DAC has provided services for the past 17 years to assist public entities to comply and implement accessibility requirements in accordance with the ADA, Title 24 of the California Building Code, Section 504 and related federal, state and local disability-related nondiscrimination laws and regulation. DAC has extensive experience in the evaluation of program and facility accessibility and provides a full continuum of Americans with Disabilities Act (ADA) and accessibility services for public entities, such as the City of Paso Robles.

As our founder, Barbara Thorpe, worked with a public entity for 19 years as the ADA Coordinator, 504 Coordinator, and Director of Planning and Compliance, she has extensive experience working with individuals with disabilities and organizations representing individuals with disabilities. In addition, she has collaborated with individuals with disabilities and organizations that represent individuals with disabilities in a facilitative manner that has benefited city governments during her work with other municipalities. Barbara and the DAC team members have demonstrated the ability to engage and interact with individuals and organizations to assist with the prioritization, long range planning and implementation of the ADA plan.

DAC has a team of 16 staff, with our Facility Team Leader Michael Boga holding CASp Certificate #152, dedicated to assisting public entities, such as the City of Paso Robles, with ADA compliance. DAC has a comprehensive understanding of applicable standards, regulations and requirement under Title II of the ADA, California Building Code and related state accessibility standards.

DAC has a reputation to being responsive to the client's needs, providing on-time project completion within budgets. DAC has a proven track record for comprehensive experience in conducting ADA Self Evaluations and Transition Plans, implementation and related services.



Other public entities for which DAC has provided similar services include Fair Oaks Recreation and Park District, Padre Dam Water District, Hayward Parks and Recreation, 15 California Fairs, 160 California public school districts, and several large Joint Power Authorities and insurance carriers for groups of public entities.

DAC is currently assisting the California Joint Powers Insurance Authority (CJPIA) members, of which the City of Paso Robles belongs, to assist members with ADA compliance at a discounted rate. DAC has been assisting several Joint Power Authorities since 2000 and currently provides updates, consultation, plan reviews and expert witness services. DAC has worked with public entities of all sizes, from one site to 506 sites. Members of the DAC team have also served as expert witnesses to assist public entities to defend their current practices and ADA plan. DAC has only served on the side to assist public entities to defend their practices and plan and has never assisted with litigation against a public entity. Our mission statement and philosophy embrace the enhancement and assistance to our clients to build an ADA accessibility plan while documenting previous and current compliance methods.

Over the 17 years of serving our clients, DAC has demonstrated financial stability, staff stability and has a no claims insurance record.

DAC provides a full continuum of professional services that include, but are not limited to:

- Facility inspections
- Self-evaluations for ADA and Section 504 of the Rehabilitation Act
- Policy review and development
- Transition plans
- Public rights-of-way surveys
- Consultation
- Accessibility compliance intake and management software – DACTrak
- DACTrak training to conduct your own inspections

- Expert witness services
- Plan reviews
- ADA Plan implementation assistance and consultation
- Outdoor developed and recreational areas (pools, parks, trails, camping areas)
- NPSI playground safety inspections
- ADA Playground inspections

DAC utilizes the appropriate standard(s) for the inspection that may include, but is not limited to:

- ADA 2010 Standards
- California Building Code
- ADA-ABA
- UFAS
- ANSI
- Section 504 of the Rehabilitation Act
- Outdoor developed and recreational standards
- National Playground Safety Institute (NPSI) standards
- PROWAG – Federal Public Rights-of-way Guidelines
- Federal Highway Administration’s Manual on Uniform Traffic Control Devices (MUTCD)

Our firm stands out in the public entity arena due to proven performance in a wide range of services, from programmatic and policy reviews, facility inspections, transition plans, consultation, plan reviews and expert witness services. We excel at providing a comprehensive assessment of our clients’ current status by preparing a study of all areas related to accessibility in different departments to document ongoing compliance.

**Innovative Tools, Strategies and Best Practices**

Based on experience and knowledge of the accessibility field and best practices, DAC continues to develop innovative methodologies, easy to use ADA management tools, and proven, successful strategies for evaluating programs, services, activities, events, facilities, parks and public rights-of-way. DACTrak was developed by DAC for the purpose of easy and useful importing and management of the accessibility data collected in the field. DACTrak is interactive web-based software and is not an enhanced Excel spread sheet. The ability to collect, compile, analyze and use report data in a practical format was one of the driving forces to develop the DACTrak intake and management software.

Our DAC accessibility management software, DACTrak, provides our clients with a powerful management tool to document compliance, project costs, print custom reports and record progress. DACTrak is not an Excel spreadsheet, but actual software that has been developed by our company to assist with the implementation and documentation of the City’s ADA plan and provides photographs of as-is site conditions, which has proved to be valuable documentation. Findings and recommendations, in addition to other data are preloaded into the DACTrak software. As DAC owns and licenses the DACTrak software, we can make custom modifications for our clients.

The DAC team members proposed for the City of Paso Robles project have worked together on similar projects. A few projects are listed below. References and a description for the scope of work are provided for several of the following recent California projects:

- City of San Clemente
- City of Palos Verdes Estates
- City of Carlsbad
- City of Palm Springs
- City of Fountain Valley
- City of Los Alamitos
- City of Pismo Beach
- County of Kern



- City of Modesto
- City of La Quinta
- City of Newport Beach
- City of Claremont
- City of Huntington Beach
- City of Modesto
- City of Manteca
- City of Grass Valley
- City of Banning
- County of Butte
- Solano County
- City of Moreno Valley
- City of Palm Springs
- City of Cypress
- City of Lincoln City
- Calaveras County
- Desert Recreation District
- Fair Oaks Recreation and Park District
- City of Glendale
- City of Oroville
- City of Clovis
- County of Santa Clara
- County of Shasta
- Town of Paradise
- City of Laguna Woods

### DACTrak Accessibility Management Software

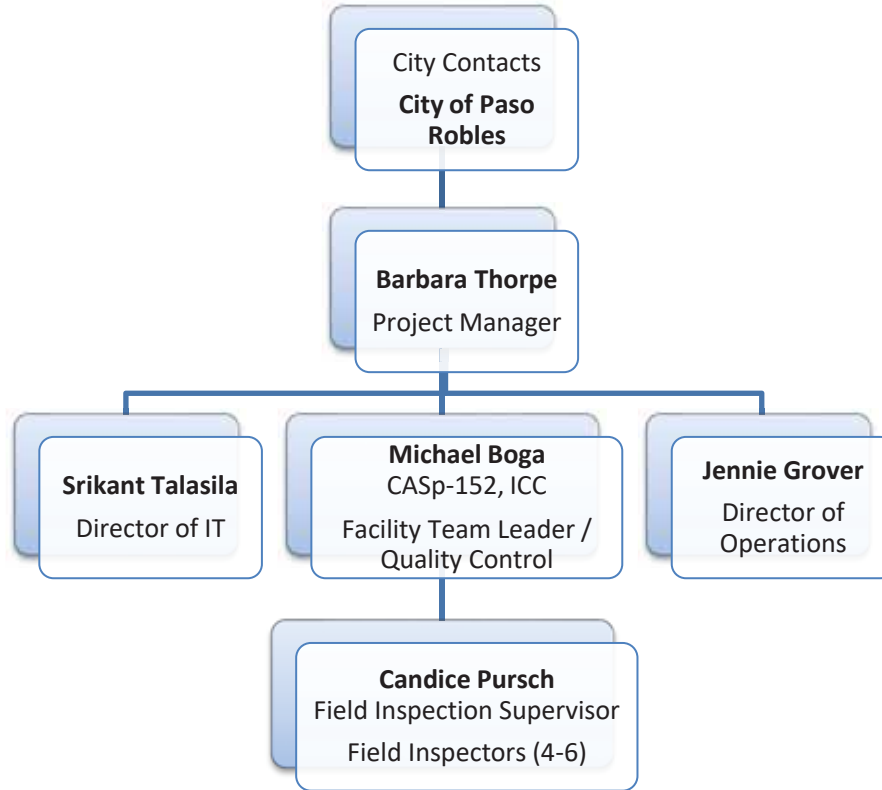
The accessibility management software is included at **no cost** to the City for the first year as the cost is paid by the CJPIA. If the City decides to continue with the use of the web-based management software after the initial year, the cost is \$2,000 and includes unlimited seat licenses. If the City decides not to continue the use of DACTrak, the City’s data will be exported into a format such as excel. The use of the DACTrak software includes the storage and maintenance of the City data. If the City decides not to continue to use the web-based DACTrak Accessibility Management System to maintain, update and document compliance of the ADA plan, the data can be transferred to an Excel spreadsheet or an alternate format. DAC has found that usable and easy to manage software (instead of Excel spreadsheets) is imperative to maintaining and updating the ADA plan.

Categories can be customized and findings organized as demonstrated in the screen shots of the DACTrak software included in the supplemental materials Appendix.



**PROJECT TEAM STAFFING AND RESUMES**

Disability Access Consultants (DAC) has a dedicated team of fourteen professionals with backgrounds in administrative leadership roles with public entities, construction and code enforcement. DAC is an equal opportunity employer and our team composition includes minority and veteran representation. The team has worked together on numerous ADA compliance projects with City governments and public entities. DAC works with several large JPA’s and insurance pools to assist public entities with ADA compliance.



The DAC team has a proven record to provide on-site services in a collaborative and efficient manner. DAC has experienced team members who have worked with public entities for successful and on time completion of numerous projects. Necessary staff members have ICC, NPSI, and CASp certification. A CASp certified Team Leader will be involved with the project and field evaluations. The project team is organized to provide a representation of skills needed to accomplish the project objectives. In addition, teams that have worked together previously will be assigned to the City of Paso Robles project. Following are descriptions of key team members’ qualifications and their assigned roles.

**Barbara Thorpe, M.Ed., LOT  
DAC Project Manager**

As DAC Project Manager, Barbara will coordinate activities and schedules and report to the Director of Human Resources or designee. Barbara will serve in the leadership role regarding the ADA Self-Evaluation of programs, services, activities and events along with the review of policies and procedures. Barbara brings twenty years of experience in public administration and providing services to individuals with disabilities to Disability Access Consultants. As an administrator in a public entity, Barbara provides unparalleled understanding of the application of the Americans with Disabilities Act and related legislation. In addition to assisting public entities with compliance with the ADA, Barbara has conducted compliance reviews for the Department of the Interior to audit for compliance with the ADA, Section 504 of the Rehabilitation Act and related civil rights laws and regulations. Barbara has served as an expert witness for the Department of Justice, Office of the Attorney General. Additionally, Barbara is a licensed occupational therapist. Barbara served on the Division of State Architect Advisory Board and served as the vice-chair for the DSA Access Compliance Committee. Barbara has worked on over 200 public entity projects that are similar to the City.

**Michael Boga, B.A. Education, California Certified Access Specialist, ICC Accessibility, Usability and Plans Examiner**

**Facility Team Leader**

As manager of the production and the inspection team, Michael brings a unique blend of experience in the building industry along with his understanding of individuals with disabilities to the accessibility team. Michael is a certified accessibility specialist through the International Conference of Building Officials (ICC), certified in Accessibility, Usability and Plans examination and is California certified CASp inspector #152. Michael has completed the updated DSA courses regarding the 2010 California Building Code. Michael has provided numerous staff development sessions to public entities regarding accessibility requirements. If requested, Michael would provide training, assist with plan reviews and review new work completed for compliance, as requested. Mike has worked on over 260 projects that are similar to the City of Paso Robles.

**Jason Katz, B.S. Urban Planning, B.A. Sustainability and Urban Dynamics**

**DAC Accessibility Specialist**

Jason brings to DAC a background in civil design with degrees in Urban Planning and Sustainability/Urban Dynamics. Jason is also certified in Geographic Information Science and Auto CAD. Prior to becoming an Accessibility Specialist with DAC, Jason has worked on projects to compare and estimate future urban area population density differences using ESRI ArcMap 10, and also worked with the City of Mesa, Arizona to help establish green building codes for City owned buildings.

**Srikant Talasila**

**Director, Information Technology**

Srikant brings many years of experience with information technology and management information services from a large corporation. He has the ability to categorize and organize large volumes of information regarding public and school facilities into a manageable database. He provides training and consultation to our clients in the use of DACTrak. Srikant would work directly with City of Paso Robles staff to train and assist with the data entry and management of data.

**Jennie Grover**

**Director of Operations**

Jennie draws on her experience in technical writing to provide leadership and management of the production and technical writing team, organizing the completion of technical reports, as well as managing production schedules, staff and timelines.

**CLIENT REFERENCE LIST**

The following are a few of the most recently completed references for scopes of work similar to the City of Paso Robles that include City and County Governments and Park Districts. Numerous additional references are available.

<p><b>City of Fountain Valley</b>  Temo Galvez  Deputy City Engineer  10200 Slater Avenue  Fountain Valley, CA 92708  Phone: (714) 593-4517  <a href="mailto:Temo.galvez@fountainvalley.org">Temo.galvez@fountainvalley.org</a></p>	<ul style="list-style-type: none"> <li>• ADA Self-evaluation and transition plans of buildings, parks, intersections, sidewalks and public rights-of-way. The City was provided DACTrak Accessibility Management Software to manage the implementation of the plan, document resources needed and document progress.</li> <li>• The ADA Self-Evaluation of programs, services and activities to determine if any were discriminatory for individuals with disabilities was completed by DAC.</li> </ul> <p>Contract End Date: May 2011-1st Contract; additional 2014 work  Contract Amount: \$125,000</p>
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<p><b>City of Palos Verdes Estates</b>  Sheri Repp Loadsman  Planning and Building Director  340 Palos Verdes Drive West  Palos Verdes Estates, CA 90274  Phone: (310) 378-0383  <a href="mailto:srepp@pvestates.org">srepp@pvestates.org</a></p>	<ul style="list-style-type: none"> <li>• ADA Self-evaluation and transition plans of buildings, parks, golf course, pools, parking lots, concessions, and public rights-of-way.</li> <li>• The City was provided DACTrak Accessibility Management Software to manage the implementation of the plan, document resources needed and document progress.</li> <li>• DAC is assisting with the development of an ADA Self-evaluation</li> <li>• DAC is providing assistance to the City for analysis of City vs. private entity upgrade obligations of leased sites.</li> </ul> <p>Contract End Date: 2014, consultation in 2015</p> <ul style="list-style-type: none"> <li>• Contract Amount: \$52,300</li> </ul>
<p><b>City of Claremont</b>  Jeff Baughman  Building Official  207 N Harvard Avenue  Claremont, CA 91711  Phone: (909) 399-5477  <a href="mailto:srepp@pvestates.org">srepp@pvestates.org</a></p>	<ul style="list-style-type: none"> <li>• DAC provided ADA Self-evaluation and transition plans of buildings, parks, intersections, roadways, sidewalks and public rights-of-way.</li> <li>• The City was provided DACTrak Accessibility Management Software to manage the implementation of the plan, document resources needed and document progress.</li> <li>• DAC also conducted the ADA Self-Evaluation of programs, services and activities to determine if any were discriminatory for individuals with disabilities and provided the City with an Executive Summary detailing the results and recommendations.</li> </ul> <p>Contract End Date: 2014</p> <ul style="list-style-type: none"> <li>• Contract Amount: \$112,500</li> </ul>
<p><b>County of Butte</b>  Grant Hunsicker  Director of General Services  2081 2<sup>nd</sup> Street  Oroville, CA 95965-3413  Phone: (530) 538-2511  <a href="mailto:Ghunsicker@buttecounty.net">Ghunsicker@buttecounty.net</a></p>	<ul style="list-style-type: none"> <li>• DAC is currently working with the County to inspect County facilities for compliance with the Americans with Disabilities Act and California Building Code.</li> <li>• DAC is also performing a review of County policies, grievance procedures and public notices to evaluate their compliance with the ADA and suggest alternatives if necessary.</li> <li>• DAC is assisting the County in developing their updated transition plan.</li> <li>• DAC has provided training to County staff on ADA compliance, methods for reasonable accommodations, and effective communications with individuals with disabilities.</li> </ul> <p>Contract End Date: 2015</p> <ul style="list-style-type: none"> <li>• Contract Amount: \$91,000</li> </ul>
<p><b>County of Solano</b>  Rosa Lane, PhD, AIA, LEED AP  Associate County Architect  Division of Architectural Services  675 Texas Street, Suite 2500  Fairfield, CA 94533  Phone: (707) 784-7908  <a href="mailto:rmlane@solanocounty.com">rmlane@solanocounty.com</a></p>	<ul style="list-style-type: none"> <li>• DAC is currently performing ADA Accessibility surveys of County facilities using the DACTrak Accessibility Management software.</li> <li>• DAC is also assisting the County to perform a Self-Evaluation of services, policies, programs and practices.</li> <li>• County staff is using DACTrak to update and implement their Transition Plan.</li> </ul> <p>Contract End Date: 2015</p> <p>Contract Amount: \$260,000</p>

<p><b>City of Newport Beach</b>  Fong Tse  Principal Civil Engineer  3300 Newport Boulevard  Newport Beach, CA 92663  Phone: (949) 644-3321  <a href="mailto:FTSE@newportbeachca.gov">FTSE@newportbeachca.gov</a></p>	<ul style="list-style-type: none"> <li>• ADA Self-evaluation and transition plans of buildings, parks, intersections, roadways, sidewalks and public rights-of-way. The City was provided DACTrak Accessibility Management Software to manage the implementation of the plan, document resources needed and document progress.</li> </ul> <p>Contract End Date: April 2013  Contract Amount: \$150,000</p>
<p><b>County of Shasta</b>  Thomas Forbish  Facilities &amp; Fleet Divisions Manager  Facilities &amp; Fleet Services Division  1958 Placer Street  Redding, CA 96001  Phone: (530) 225-5659  <a href="mailto:tforbish@co.shasta.ca.us">tforbish@co.shasta.ca.us</a></p>	<ul style="list-style-type: none"> <li>• DAC is training County staff to use DACTrak to perform self-inspections of County facilities using the DACTrak Intake inspection software.</li> <li>• The County is also using the DACTrak online management software to update the County’s transition and barrier removal plan.</li> </ul> <p>Contract End Date: Current project (City staff uses DAC tablet to complete their own inspections)  Contract Amount: \$25,000</p>
<p><b>City of La Quinta</b>  Terry Deeringer  Human Resources/General Services Manager  78495 Calle Tampico  La Quinta, CA 92253  Phone: (760) 777-7041  <a href="mailto:Tdeeringer@la-quinta.org">Tdeeringer@la-quinta.org</a></p>	<ul style="list-style-type: none"> <li>• ADA Self-evaluation and transition plans of buildings, parks, intersections, roadways, sidewalks and public rights-of-way. The City was provided DACTrak Accessibility Management Software to manage the implementation of the plan, document resources needed and document progress.</li> <li>• The ADA Self-Evaluation of programs, services and activities to determine if any were discriminatory for individuals with disabilities was completed by DAC.</li> </ul> <p>Contract End Date: 2012 &amp; ongoing consultation  Contract Amount: \$100,000</p>
<p><b>City of San Clemente</b>  Johanne Thordahl  Risk Mgmt. Analyst  100 Avenida Presidio  San Clemente, CA 82672  Phone: (949) 361-8203  <a href="mailto:ThordahlJ@san-clemente.org">ThordahlJ@san-clemente.org</a></p> <p>Sam Penrod  Human Resources Manager  100 Avenida Presidio  San Clemente, CA 92672  Phone: (949) 361-8313  <a href="mailto:PenrodS@san-clemente.org">PenrodS@san-clemente.org</a></p>	<ul style="list-style-type: none"> <li>• ADA Self-evaluation and transition plans of buildings, parks, piers, beach areas, golf course, pools, beach concessions, lifeguard areas, trails and public rights-of-way.</li> <li>• The City was provided DACTrak Accessibility Management Software to manage the implementation of the plan, document resources needed and document progress.</li> <li>• The ADA Self-Evaluation of programs, services and activities to determine if any were discriminatory for individuals with disabilities was completed by DAC.</li> <li>• DAC also assisted with the resolution of two complaints.</li> </ul> <p>Contract End Date: 2012, ongoing consultation  Contract Amount: \$70,000</p>

Disability Access Consultants has never been removed from a project or disqualified from proposing on a project.

**SUBCONSULTANTS**

DAC does not use subcontractors or subconsultants, as DAC prefers team members that have direct accountability and training by DAC to provide a seamless project delivery and interaction with City staff.

## **SCOPE OF WORK**

Disability Access Consultants (DAC) understands that the City of Paso Robles (City) is seeking a qualified firm to inspect, evaluate and prepare reports identifying potential barriers in the City-owned buildings, parks, parking lots and public rights-of-way.

The inspections will identify barriers or potential barriers in accordance with applicable Federal and State accessibility standards and regulations. In addition, it is understood that DAC will assist the City in developing a schedule for barrier removal over time in a cost effective and realistic manner, using programmatic solutions where available.

In order to successfully complete the project activities in a timely manner, DAC will work closely and collaboratively with the City of Paso Robles without imposing unnecessary interruptions or burdens to City staff. During the past 17 years, Barbara Thorpe and her team have developed ongoing working relationships with City and County governments and have worked diligently to have clear lines of communication.

DAC has the extensive knowledge and experience with all Federal and State regulations during the past 17 years in business, that includes, but is not limited to the ADA up to and including the current 2010 American's Disability Act Standards (ADAS), 28 Code of Federal Regulation (CFR) 35, Title 24 California Building Standards Code, Title II of the ADA, PROWAG, MUTCD, Section 504 and related Federal and State Standards and Regulations.

### **Value Added Items to Enhance the Project at No Additional Cost or that Provide a Cost Savings**

In addition to the above understandings and confirmations, DAC has found through its experience of working with City and County Governments and Joint Power Authorities, such as the California Joint Powers Insurance Authority, of which the City of Paso Robles is a member, that certain other items enhance the level of success and implementation of ADA Transition Plans and Self-Evaluations by public entities.

The California JPIA (CJPIA) offers a discounted price to its members that has been negotiated with DAC. The CJPIA is also assisting members, such as the City, with costs for selected services for ADA compliance.

The use of DACTrak by City staff to conduct surveys at facilities, process reports and manage the information to implement and document the plan may assist the City to more efficiently and effectively achieve the City's project objectives and will provide longevity to the plan.

As an additional value at no cost, DAC provides at least one photograph of each noncompliant accessible item or element, a record number for reference, estimated costs and other features to assist with the implementation of the Transition Plan. To provide for easy management of the transition plan and documentation of compliance efforts, DAC has developed web-based software called DACTrak. DACTrak is a powerful tool to manage and update the accessibility plan, project costs and document progress. Custom reports can be easily prepared, printed and saved in a variety of formats.

Disability Access Consultants (DAC) includes the following additions at no additional cost:

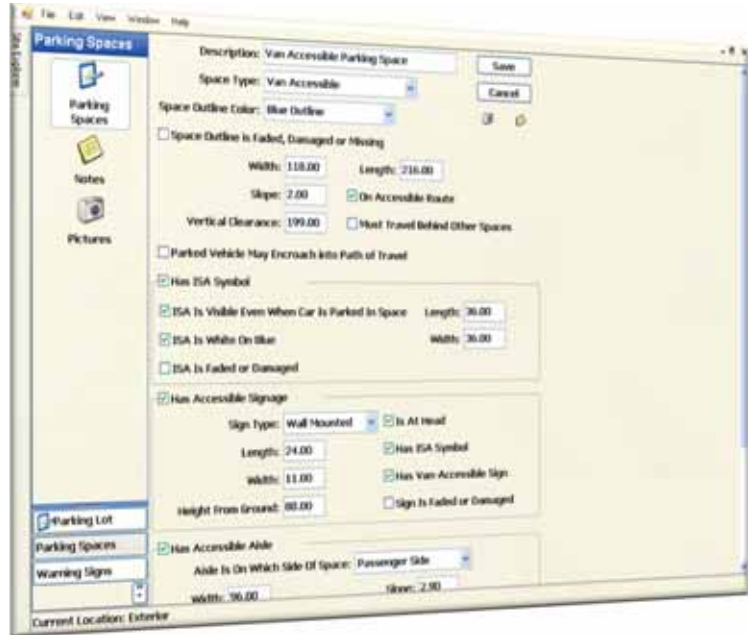
- Noncompliant findings and recommendations are included in the DACTrak software
- One or more photographs of each noncompliant finding are included
- Additional photographs can be viewed of the noncompliant item by one click
- DACTrak provides a method to schedule and track the barrier removal
- Documentation of progress and compliance using the progress reporting feature of DACTrak
- Priorities can be established and further refined using DACTrak

DACTrak provides for an organized input method that captures all of the information gathered from the site inspections with photographs for each noncompliant finding. In essence, all of the field information is captured in a web-based software package and provides for "green" data collection and avoids paper and pencil checklists and unorganized photographs. DACTrak can also be used on a tablet pc to add new facilities and update compliance assessments and transition plans.

DAC has also found that having usable “software” and not just a database is very important to be able to easily manage and update the transition plan. Our extensive experience with clients needing to have an easy to manage and update plan was the catalyst for DAC to develop our DACTrak software for use by our clients. Thus, other critical issues include:

- Software to update and manage your Transition Plan
- The ability to document progress and barrier removal
- The ability to print custom reports
- The ability to update the plan “automatically” when codes change without re-inspecting sites
- The ability to project costs
- The ability to add or delete facilities

DAC’s collection of actual measurements of as-is conditions and GIS information for public rights-of-way is another value added item. The collection of an as-is condition is a valuable asset to allow the user to make an informed decision based on an actual measurement. For example, if a “yes” or “no” approach is utilized to indicate if an item is compliant, the user may not know what the actual level of noncompliance is and would not be able to set a priority or severity rating. If codes change, the information collected can be reprocess without the need to re-inspect, thus providing longevity of the plan and internal capacity of the City in a cost effective manner.



**SCOPE OF WORK OVERALL PHASES**

DAC proposes to execute the project in two phases. Detailed activities and deliverables are provided in the following scope of work description.

**Phase I: Study and Evaluation - Self-Evaluation/Facility Survey/Barrier Assessment**

- DAC will conduct an initial project kick-off meeting, if requested, with selected City of Paso Robles staff to establish roles and lines of communication, refine project goals, review the overall project schedule, schedule surveys of City of Paso Robles facilities and identify key City of Paso Robles personnel related to the project scope. Initial self-evaluation activities will be completed during this step.
- The initial orientation meeting should include an assessment of previous compliance activities and areas of current or potential litigation. The review of compliance activities and high priority areas will assist with the development of an overall project plan. The review and documentation of prior initiatives will also build a more defensible plan if the City is challenged by litigation.
- DAC will conduct field surveys of the buildings and facilities listed in the property schedule, as well as the City maintained public rights-of-way to sidewalks, curb ramps and signalized intersections.
- Surveys will identify all physical barriers (interior and exterior) including the path of travel in and around the facility and from the public right-of-way at each site in accordance with Title 24 of the California Building Code and the ADA Standards (previously referred to as ADAAG).
- DAC currently provides geographical information (latitude and longitude) for each identified exterior barrier in the public right-of-way that can be incorporated into the City’s Geographical Information System (GIS). DAC incorporated the map-linked GIS feature based on the needs of many of our City and County clients. DAC uses a comprehensive approach to inspecting public rights-of-way (PROW). In order to conduct an assessment of all the requirements in the PROW, DAC conducts manual measurements of the field conditions and enters the information into our DACTrak pc tablet in the field. DAC has found that the

use of automated equipment for running slopes on sidewalks, such as ultra-light profilers, do not provide an actual measurement, but only provide a chart showing ranges. In some cases, if a change in level is greater than ½ inch, no actual quantifiable information is reported of how much greater or of the severity. In order to get the actual measurements for the sidewalks and intersections, the use of a “profiler” does not provide the measurements needed for items such as automated pedestrian signals and street furniture.

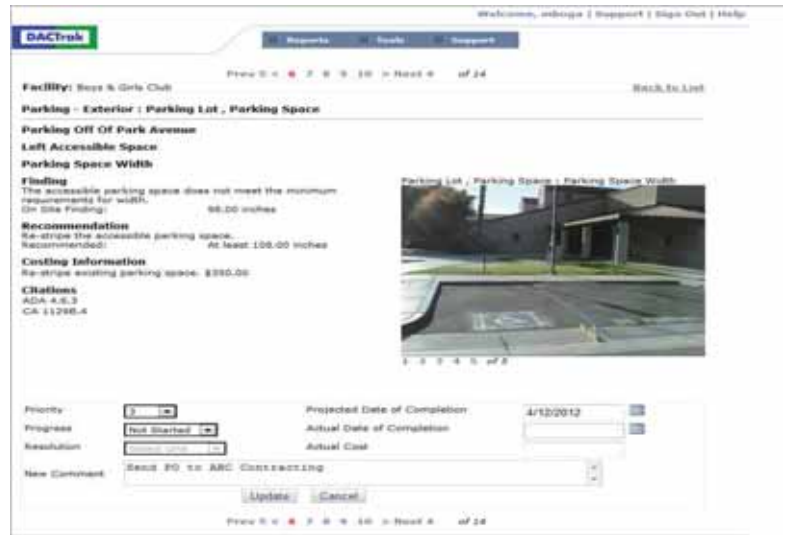
- f) As required by the ADA, the 2010 ADA Standards will be compared with state codes (Title 24 of the California Building Code) and the standard that provides the greater level of accessibility utilized. As DAC collects as-is field conditions and records all information, data can be reprocessed if codes change without conducting a re-inspection, thus resulting in a significant savings when codes change and the plan needs to be updated.
- g) Provisions and standards for historic buildings will be applied as appropriate.
- h) Assessments and reports will include a high degree of detail with photographs, code references, and cost estimates. The DACTrak software and reports will include additional specifics, such as as-built dimensions, progress reports, additional prioritizations, preset reporting features and other custom reports. Reports will be delivered in the format requested, and reports will also be available using DACTrak. The inclusion of photographs showing the as-is condition has proven to be valuable assistance to clients in the formulation of the decisions regarding barrier removal priorities. The DACTrak software provides an easy to use accessibility management platform that exceeds the ability to manage the plan by hard copies and binders. The assessment report of each facility will include cost estimates to correct deficiencies in accordance with the ADA, Title 24 of the California Building Code.
- i) Barriers are identified by building, floor, or location and given a unique identifier record number (UIN) to assist with navigation in the accessibility software and location of the finding and recommendation by area and site. Estimated applicable costs will be given by item and element in accordance with industry standards. Costs can be easily adjusted to adhere to any cost estimates the City may utilize.
- j) Physical access problems that require structural solutions will be documented in the Compliance Assessment/Transition Plan. The proposed method for removal will be provided. The transition plan will identify physical barriers that may limit accessibility of City programs, services or activities for individuals with disabilities. The schedule for removal of barriers and appropriate timelines will be developed in consultation with the City.
- k) The field survey information will be presented to the ADA Compliance Team as requested using the DACTrak web-based accessibility management system. Many different types of reports will be available for the City. Feedback will be incorporated as appropriate.
- l) The survey data will be compiled into a Transition Plan which will identify actual as-is conditions and prioritize current barriers, provide a schedule for barrier removal, as well as establish procedures for addressing future accessibility issues. The Transition Plan data is able to be exported to Excel or PDF formats. The Transition Plan data will include photographs, findings, recommendations, code references, estimated costs, priority settings (in addition to prioritized report) in accessibility software for accessibility management. Photographs and GIS coordinates are valuable for the development of the transition plan.
- m) DAC will assist the City to solicit input from members of the community and persons with disabilities. Methods will be utilized to solicit public input may include notices, information on the website and surveys.
- n) The Transition Plan data will be provided using DACTrak which has management, monitoring, and web-based tracking tools that allow staff to manage current and future accessibility issues, update the deficiency status, and generate reports to show progress in meeting the Transition Plan requirements.

## **Phase II: Implementation Phase - Transition Plan Development**

- a) DAC will develop, in collaboration with the City a comprehensive ADA Self-Evaluation and Transition plan for facilities, buildings, parks and public rights-of-way.
- b) DAC will develop a first draft of the ADA Transition Plan with recommended priority levels.
- c) DAC will meet with the City to review the draft document and incorporate any comments, changes or feedback.



- d) DAC will assist the City to conduct public outreach activities that may include website announcements, postings, surveys, announcements, individual meetings and other activities as requested.
- e) DAC will prepare and produce a second draft if necessary with a detailed description of the barrier and the proposed method for barrier removal.
- f) DAC will train the City in the use of the DACTrak web-based accessibility management system to prepare reports as well as update and manage the ADA Plan.
- g) DAC will provide an executive summary of the project.
- h) If requested, DAC can present the draft ADA Transition Plan at a regularly scheduled council meeting for discussion and for informational purposes. DAC does not recommend that the plan be adopted by the City, as adoption is not required and may cause additional discussion regarding projected dates in the plan that are meant to be “projected and estimated dates” and not final dates of barrier removal.
- i) DAC will provide the City with DACTrak, a web-based monitoring, tracking, and management system at project completion. DACTrak allows users to review and update progress in barrier removal, and to generate many different styles of reports to document progress. DACTrak contains one or more integrated photographs that are attached to the finding, eliminating the need to reference another area or report supplement. DACTrak is an actual accessibility management software, not just electronic database of items contained in the Facility Survey Report. DAC has found that an electronic database or Excel format does not provide the City with a tool containing integrated photographs needed to implement the plan, set priorities, make notes and print custom reports. If the City does not want to use the software, the data can be placed in an Excel spreadsheet.
  - DAC will license DACTrak to the City to manage all of the field data collected, print custom reports, document progress, estimate costs and perform other management functions;
  - Data collected will be the property of the City should the City decide for any reason not to continue to use the DACTrak accessibility intake and management software system;
  - The California JPIA, of which the City is a member, has an agreement with DAC to pay for the use of DACTrak;
  - DACTrak will include and provide correlation with field data collected, reports, transition plans, drawings, code references, estimated costs and photographs for each noncompliant accessibility item or element;
  - Reference maps for GIS information will be provided in addition to a linked mapping system for each item;
  - DACTrak provides a description, location and record number for each barrier that allows the user to access the information and location
- j) DAC will provide City staff with training regarding ADA Compliance from both a programmatic and administrative point of view and also for facility management and maintenance.



## COST PROPOSAL

1. The total cost proposal includes all expenses and there are no additional reimbursable charges from the City Paso Robles:

Survey of City facilities at the following costs: **\$84,600**

1. **City Hall and Library** – 1000 Spring Street
2. **Carnegie Library** (leased out) – Downtown City Park
3. **Downtown City Park, Restroom, Gazebo**
4. **Public Safety Center** (Police/Fire Station) – 900 Park Street
5. **City Hall Annex** = 911 Pine Street
6. **Train Station Multimodal Building & Restroom** – Pine Street
7. **Parks, Facilities & Fleet Maintenance Yard** – 625 Riverside Avenue
8. **Streets & Water Maintenance Yard** – 1240 Paso Robles Street
9. **Wastewater Treatment Plant** – 3200 Sulphur Springs Road
10. **Water Treatment Plant** – 1600 Ramada Drive
11. **Centennial Park Buildings, Pool & Grounds** – 600 Nickerson Drive
12. **Veterans Community Center** – 240 Scott Street
13. **Senior Community Center** – 270 Scott Street
14. **Library Study Center** – 3600 Oak Street
15. **Fire Station #2** – 235 Santa Fe Street
16. **Airport Terminal** – 4912 Wing Way
17. **Airport Fire Station #3** – 3125 Buena Vista Drive
18. **Airport Leased Offices** – 4940 Wing Way
19. **Airport Hanger (Oasis Building)** – Taxiway D
20. **Airport Maintenance Buildings / Hangers** – Wing Way
21. **Sewer Pump Station #1025** – Riverside & 24<sup>th</sup> Streets
22. **Landfill** – Highway 46E at Union Road
23. **Children's Museum** (leased out) – 13<sup>th</sup> Street
24. **Muni Swimming Pool and Bath House** - 28<sup>th</sup> & Oak Streets
25. **Robbins Field** – 6<sup>th</sup> & Park Streets
26. **Pioneer Skate Park** – Riverside & 19<sup>th</sup> Streets
27. **Pioneer Park Ballfield Facilities & Restroom** - Riverside & 19<sup>th</sup> Streets
28. **Uptown Family Park** – Spring & 36<sup>th</sup> Streets
29. **Larry Moore Park** – Riverbank Drive
30. **Barney Schwartz Park** – 2970 Union Road
31. **Sherwood Park Field Facilities, Tennis Courts & Restroom** – n/side Scott Street
32. **Sherwood Forest Park** – s/side Scott Street
33. **Sherwood Dog Park** – Scott and Camino Lobo Streets
34. **Royal Oak Meadows** – Park View Lane
35. **Turtle Creek** – Brookhill Drive
36. **Oak Creek Park** – Cedarwood Drive
37. **Lenco Park** – Appaloosa Drive
38. **Melody Basin** – Caddie Lane
39. **Mandella Park** – Fairview & Vine Streets
40. **Pumpkin Farm Passive Park** – NE corner Creston & South River Roads
41. **River Parkway Trails / 2 miles** – Charolais to Union Roads
42. **Navajo / Centennial Park Trail** – Navajo to Lana Street

- 43. **Rambouillet Trail** – Creston Road to Snead Street
- 44. **Stoney Creek Trailhead Parking Lot** = Rambouillet & Stoney Creek
- 45. **Public Parking Lot #1** – Railroad & 12<sup>th</sup> Streets
- 46. **Public Parking Lot #2** – Pine Street between 12<sup>th</sup> & 13<sup>th</sup>
- 47. **Public Parking Lot #3** – n/side of 12<sup>th</sup> Street between Spring & Park Streets
- 48. **Public Parking Lot #4** – w/side of Spring Street south of 13<sup>th</sup> Street
- 49. **Public Parking Lot #5** – e/side of Park Street north of 14<sup>th</sup> Street
- 50. **Public Parking Lot #5** – Pine Street south side of Train Station (long term parking)

Survey of City Public Rights-of-way at the following costs: **\$50,000**

- 125 Miles of Sidewalks (Sidewalks and Curb Ramps)

**SURVEY PRICING TOTAL:** **\$134,600**

**Total Cost**

- 1. Total Cost for Paso Robles Facility and Park inspection/surveys: \$84,600
- 2. Total Cost for Paso Robles PROW inspection/surveys: \$50,000

We have estimated that the city has 125 miles of City roadway miles, including sidewalks and curb ramps to be surveyed at a not to exceed cost of \$50,000 using the rate of \$400 per linear mile of sidewalk. DAC will calculate the number of miles of sidewalk surveyed to calculate a total fee based upon the miles surveyed only. For example, if the amount of sidewalk miles is less than the amount allocated, the City will only be invoiced for the linear miles of sidewalk survey. The survey information will be placed into DACTrak.

- 3. Review of policies, procedures and programs and assistance with public input cost: \$5,000.
- 4. DACTrak Licensing Cost: \$2,000

The CJPIA is paying the \$2,000 for the first year of licensing of DACTrak. The cost includes unlimited seat licenses. The member is responsible for additional years of licensure at \$2,000 per license.

**TOTAL COST: \$141,600**

The preceding costs reflect a discounted price for members of the California Joint Powers Insurance Authority. Costs were calculated using the CJPIA property schedule. In addition, the CJPIA has a Master Agreement with DAC for an hourly rate of \$98.00 per hour, plus expenses. Time and expenses can be calculated and the City provided with either an hourly rate, plus expenses or a total fixed price, whichever is less.

**SCHEDULE: SCOPE OF SERVICES SUMMARY BY ESTIMATED TIMELINES**

Based upon experience, a project milestone chart is provided in weeks. It is estimated that the project will be completed in five months, or sooner. The chart below is a summary of major milestones and is not necessarily representative of all of the individual project activities.

Scope of Service –Activity or Task	Weeks	Weeks	Weeks	Weeks	Weeks	Weeks
	1-4	5-8	9-12	13-16	17-20	20-24
DAC Team Meetings with City; survey methodologies, deliverables and schedule confirmation						
Project planning, scheduling, procedures review						
Field inspection data compiled (compiled on a daily basis and available for review throughout the inspection process)						
First Draft of ADA Transition Plan						
Solicit and record feedback from the City, and members of the community						
Presentation to ADA Compliance Team of second draft ADA Transition Plan						
Final Draft						
Deliverables completed and presentation to the City						

**Consultant Responsibilities**

DAC will arrange all project management activities for an efficient process to develop the ADA Transition plan and provide the City with an anticipated project schedule prior to commencement of work.

DAC will perform all work in conformance with current City policies and procedures and carry out the instructions received from the City, in cooperation with other City approved and involved agencies.

**Additional Information**

**Conflict of Interest Statement**

DAC does not have any financial, business or other relationship with the City that may have an impact upon the outcome of this contract and does not have any current clients that may have a financial interest in the outcome of this contract. Disability Access Consultants has no conflict of interest with the City of Paso Robles, any associates, representative, consultants, sub consultants, or others.

DAC does not have any conditions that would affect our ability to perform the services described in this proposal. DAC does not have any previous, pending or current litigation. Our firm has not been debarred, suspended or declared ineligible to contract with any federal state or local public agency. The firm, owners or president is not in the Federal Excluded parties List System (EPLS) for Ineligible Professionals and Debarred Contractors.

**Insurance Coverage and Stability**

Disability Access Consultants carries all the necessary insurance coverage, such as general liability, automobile liability, worker's compensation and employer's liability, and professional errors and omissions malpractice liability insurance. DAC has a no claims record on all policies for our entire 17 years in business and does not have any pending, previous or current litigation.

DAC has the financial, operational and staff stability to complete a quality and comprehensive project on time. DAC has no adverse conditions.

**Minority Utilization and Affirmative Action**

DAC is an equal opportunity employer and has recruited minorities and veterans. DAC's quality control team leader is a Vietnam veteran with a disability.

**Background Checks and Fingerprinting**

All employees of Disability Access Consultants have been fingerprinted and have background checks. DAC has FBI and DOJ fingerprint clearances on file for DAC staff. We have conducted studies for school districts, state and local governments, the Federal Government, Judicial Chambers and Correctional Institutions that require background checks. DAC has found that background checks are important especially in situations where inspection staff may be working near children, and are required in certain situations.

**Supplemental Materials**

**Sample DACTrak Screen Shots and Information**

These samples are generated from the DACTrak Accessibility Management web-based software program. The following screen shots are recent examples of the DACTrak Management software prepared for several public entity clients.

The screenshot displays the DACTrak web application interface. At the top, there is a navigation bar with 'Reports' and 'Tools' buttons. Below this, there are dropdown menus for 'Clients' (set to 'City of La Quinta') and 'Projects' (set to 'Buildings').

The first section is titled 'Buildings' and contains a 'Project Information' box with the following details:
 

- Address : 78-495 Calle Tampico La Quinta, CA 92253
- Start Date : 7/6/2011

 Below this is a 'Facility List' table with the following entries:
 

Boys & Girls Club	49995 Park Avenue La Quinta, CA 92253
City Of La Quinta Sports Complex	Sports Complex La Quinta, CA 92253
Civic Center	78-495 Calle Tampico La Quinta, CA 92253
Fire Station #70	54001 Madison Street La Quinta, CA 92253
Fire Station #93	44555 Adams Street La Quinta, CA 92253
La Quinta Library	78-275 Calle Tampico La Quinta, CA 92253
La Quinta Museum	77-885 Avenida Montezuma La Quinta, CA 92253
La Quinta Senior Center	78-450 Avenida La Fonda La Quinta, CA 92253
La Quinta YMCA Daycare	49-955 Avenue 50 La Quinta, CA 92253
New Fire Station (Fire Station #32)	78111 Avenue 52 La Quinta, CA 92253
Police Substation	51351 Avenida Bermidas La Quinta, CA 92253
Public Works & Maintenance	78109 Avenue 52 La Quinta, CA 92253
Silver Rock Temporary Clubhouse	79-179 Ahmanson Lane La Quinta, CA 92253
Silverrock Maintenance Building	79-600 54 Avenue La Quinta, CA 92253

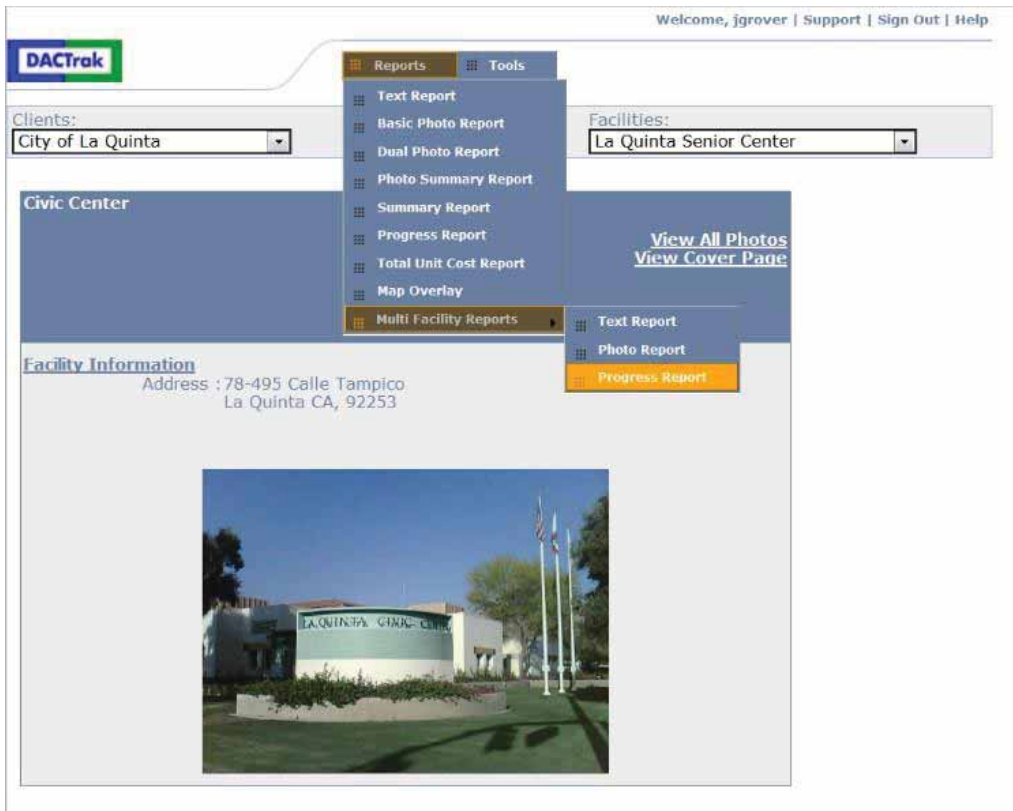
The second section is titled 'Fair Oaks Recreation and Parks District' and contains a 'Project Information' box with the following details:
 

- Address : 4150 Temescal Street Fair Oaks, CA 95628
- Start Date : 4/8/2011

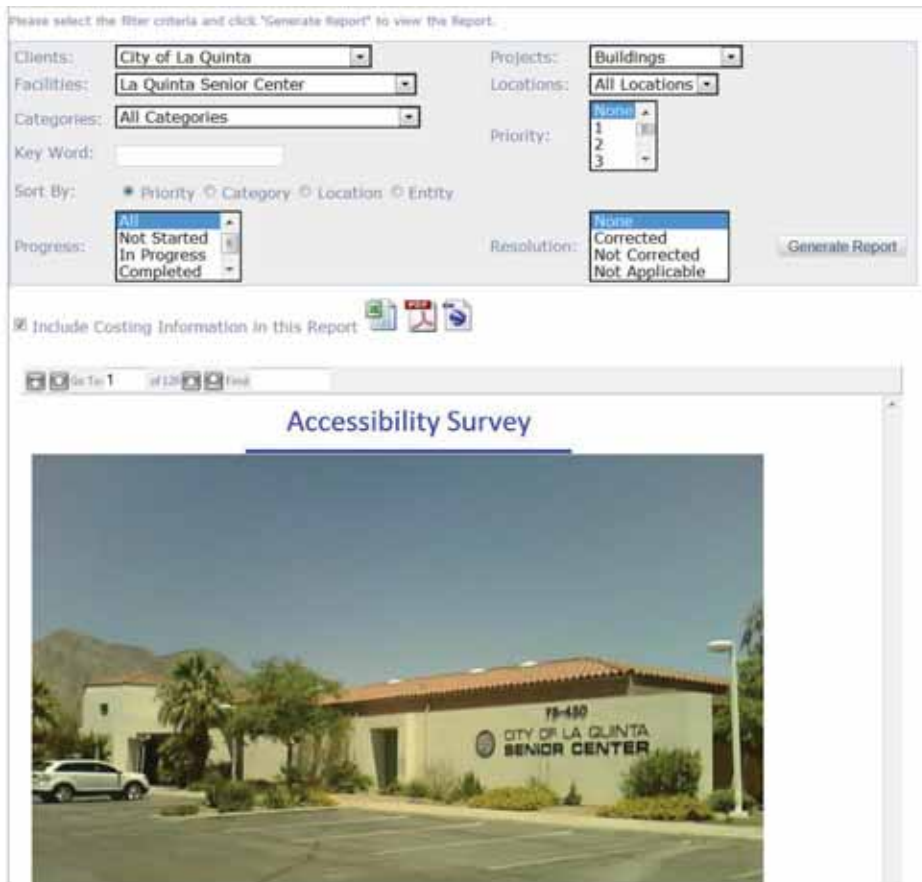
 Below this is a 'Facility List' table with the following entries:
 

Arts & Crafts Building	7997 California Avenue Fair Oaks, CA 95628
Bannister Park	3820 Bannister Road Fair Oaks, CA 95628
Community Clubhouse	7997 California Avenue Fair Oaks, CA 95628
District Office	4150 Temescal Street Fair Oaks, CA 95628
Fair Oaks Park	11549 Fair Oaks Boulevard Fair Oaks, CA 95628
Fair Oaks Preschool	8090 Grand Avenue Fair Oaks, CA 95628
Little Phoenix Park	9041 Phoenix Avenue Fair Oaks, CA 95628
McMillan Center	8020 Temple Park Road Fair Oaks, CA 95628
Miller Park	8480 Sunset Avenue Fair Oaks, CA 95628

Upon logging in to the secure DACTrak website, you are able to choose the facility you would like to view and manage. These two screen shots are examples of facility lists for two recent public entity transition plan projects.



After choosing a facility, you are able to use Reports drop down menu to choose which report style to view. You may also choose to view multiple facilities in one report.



This screenshot is an example of the home page for a Basic Photo Report. The sort and filter panel allows users to quickly run reports that generate findings for specified locations or categories, or by progress, priority or resolution status.

La Quinta Library

**Doors - Chamber Of Commerce : Door , Hardware**

**Door Between Library & Chamber Of Commerce**  
Push Bar / Lever

Door , Hardware : Door Opening Pressure

**Finding**

The door opening force for this door is greater than allowed.

On-Site Finding 10.00 pounds

**Recommendation**

Adjust the closer on the door to meet the door opening force requirements.

Recommendation Up to 5.00 pounds

**Costing Info (Estimated)**

Adjust door closer pressure. \$25



Code Reference CA 1133B.2.5, ADA 404.2.9

**Progress**

<b>Record Number</b>	43596	<b>Resolution</b>	None
<b>Progress</b>	Not_Started	<b>Actual Date</b>	
<b>Projected Date</b>	06/30/2013	<b>Priority</b>	Two
<b>Actual Cost</b>	\$0.00		
<b>Contractor</b>			
<b>Comments</b>	No Comments		

La Quinta Museum

**Doors - Museum 1st Floor : Door , Hardware**

**Archives 102**  
Lever

Door , Hardware : Door Opening Pressure

**Finding**

The door opening force for this door is greater than allowed.

On-Site Finding 8.00 pounds

**Recommendation**

Adjust the closer on the door to meet the door opening force requirements.

Recommendation Up to 5.00 pounds

**Costing Info (Estimated)**

Adjust door closer pressure. \$25



Code Reference CA 1133B.2.5, ADA 404.2.9

**Progress**

<b>Record Number</b>	43936	<b>Resolution</b>	None
<b>Progress</b>	Not_Started	<b>Actual Date</b>	
<b>Projected Date</b>		<b>Priority</b>	Two
<b>Actual Cost</b>	\$0.00		
<b>Contractor</b>			
<b>Comments</b>	No Comments		

These two screenshots are examples of a finding page in a Basic Photo Report. This type of report shows the user the finding, with accompanying recommendation to correct the non-compliant item, the associated photo, code reference(s), estimated cost to remove the barrier, and any progress that has been added to update the transition plan.



**Fair Oaks Park**

**Path of Travel - Exterior : Path Of Travel , Walking Surfaces**

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**Path Of Travel At The Basketball Court**

**Exterior Walkway**

Walking Surface Slope

Path Of Travel , Walking Surfaces : Walking Surface Slope

**Finding**

There are slopes greater than allowed maximum slope on the primary path of travel.

On-Site Finding 14.70 percent



Code Reference:  
ADA 4.3.7, CA 1133B.7.3

**Recommendation**

Provide compliant sidewalk.

Recommended Up to 5.00 percent

**Costing Information (Estimated)**

Install compliant pathway. \$1,840

Record Number : 988033

**Path of Travel - Exterior : Path Of Travel , Walking Surfaces**

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**Path Of Travel At The Entrance To The Horticultural Center**

**Exterior Walkway**

Walking Surface Slope

Path Of Travel , Walking Surfaces : Walking Surface Slope

**Finding**

There are slopes greater than allowed maximum slope on the primary path of travel.

On-Site Finding 6.40 percent



Code Reference:  
ADA 4.3.7, CA 1133B.7.3

**Recommendation**

Provide compliant sidewalk.

Recommended Up to 5.00 percent

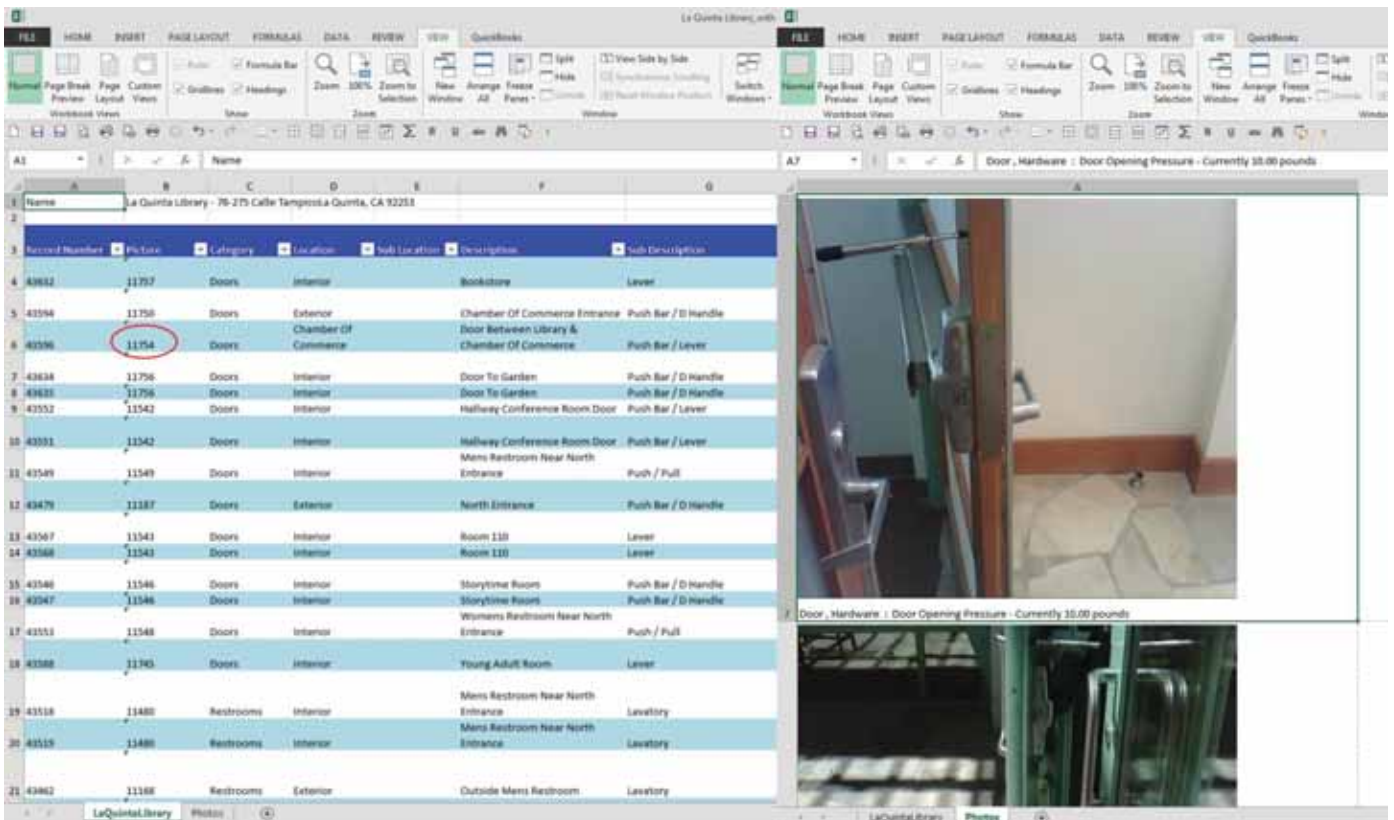
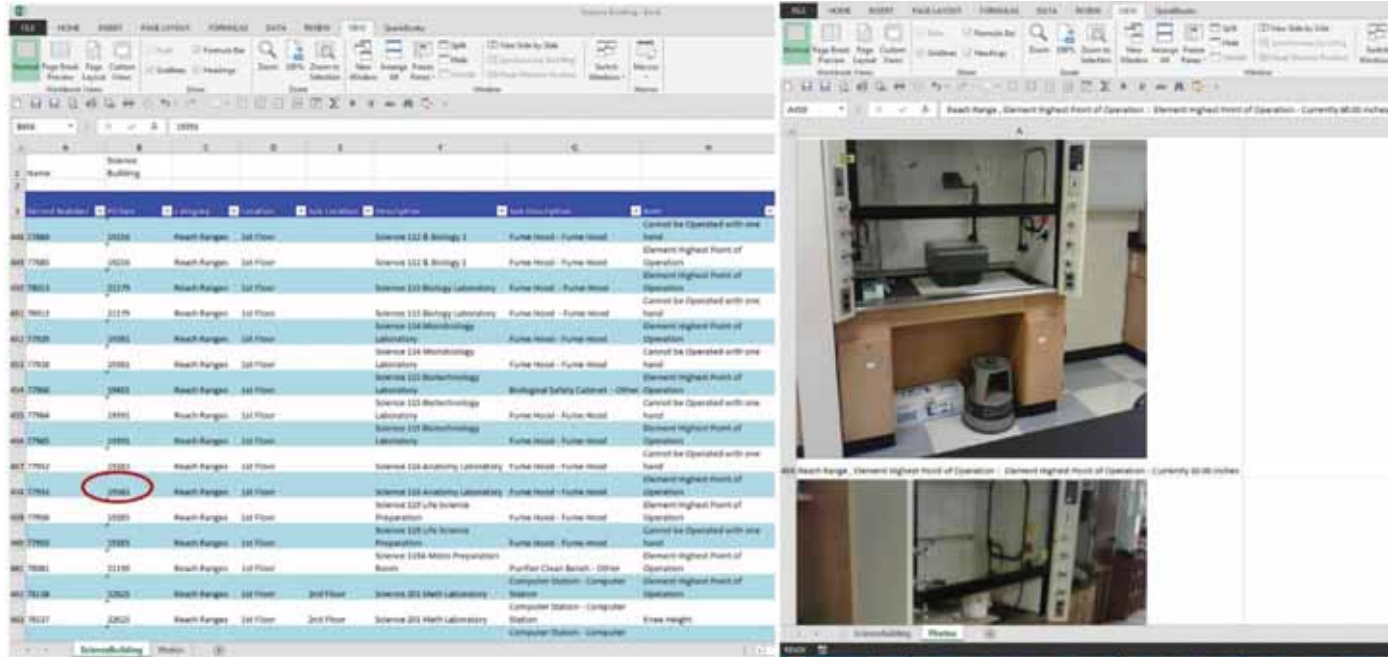
**Costing Information (Estimated)**

Install compliant pathway. \$1,840

Record Number : 987873

This screenshot is an example of a finding page in a Dual Photo Report. This type of report shows the user two findings per page, with accompanying recommendations to correct the non-compliant item, the associated photo, code reference(s), and estimated cost to remove the barrier.

The Dual Photo and Basic Photo Reports may be exported to an Excel workbook for easy management of the transition plan data. The Excel workbook exports into a pre-formatted table with the filter function atop each data column. The report is a fully functioning Excel spreadsheet that may be sorted, filtered and manipulated by the user. The column for Picture identification numbers includes cells that are live links to the second tab of the workbook which contains report photos. Clicking the cell for a particular report finding will bring up the associated picture on the Photos tab.



Welcome, jgrover | Support | Sign Out | Help

**DACTrak** Reports Tools

Clients:  Buildings

**Buildings**

Project Information  
Address : 78-495 Calle Tampico La Quinta, CA 92253  
Start Date : 7/6/2011

**Facility List**

Boys & Girls Club	49995 Park Avenue La Quinta, CA 92253
City Of La Quinta Sports Complex	Sports Complex La Quinta, CA 92253
Civic Center	78-495 Calle Tampico La Quinta, CA 92253
Fire Station #70	54001 Madison Street La Quinta, CA 92253
Fire Station #93	44555 Adams Street La Quinta, CA 92253
La Quinta Library	78-275 Calle Tampico La Quinta, CA 92253
La Quinta Museum	77-885 Avenida Montezuma La Quinta, CA 92253
La Quinta Senior Center	78-450 Avenida La Fonda La Quinta, CA 92253
La Quinta YMCA Daycare	49-955 Avenue 50 La Quinta, CA 92253
New Fire Station (Fire Station #32)	78111 Avenue 52 La Quinta, CA 92253
Police Substation	51351 Avenida Bermides La Quinta, CA 92253
Public Works & Maintenance	78109 Avenue 52 La Quinta, CA 92253
Silver Rock Temporary Clubhouse	79-179 Ahmanson Lane La Quinta, CA 92253
Silverrock Maintenance Building	79-600 54 Avenue La Quinta, CA 92253

Tools menu items: Project Portfolio, Project Home, Facility Home, Change Password, Contact Us, **Record Manager**, **Global Progress Editor**, **Priority Manager**

Users can update progress using the Tools drop down menu.

Record Manager allows each record to be updated individually.

Global Progress Editor allows many records to be updated at once with identical information.

Priority Manager allows many records to be updated at once with unique information.

**DACTrak** Reports Tools

Please select the client, project, facility, location and category to generate list of intakes to manage on:

Clients:  Projects:

Facilities:  Locations:

Categories:

Name	Deficiency Type	Location
Accessible Parking	Element	Exterior
Benches Near The Play Area	Element	Exterior
Community Garden Parking Lot	Element	Exterior
Continuing Path Of Travel From The Softball Fields To The Skate Park	Element	Exterior
<b>Curb Ramp From The Accessible Space Near The Play Area</b>	Element	Exterior
Directional Signage From The Public Right Of Way	Element	Exterior
Directional Signage To All Common Areas	Element	Exterior
Drinking Fountain At The Horticultural Center	Element	Exterior
Drinking Fountain Near The BBQ Area	Element	Exterior
Drinking Fountain Near The Restrooms	Element	Exterior
Drinking Fountain Near The Skate Park	Element	Exterior
Drinking Fountain Near The Softball Field Concession Stands	Element	Exterior
Gates To The Community Garden	Element	Exterior
Horticultural Center	Element	Exterior
Left Curb Ramp From The Accessible Spaces Near The Skate Park	Element	Exterior
Mens & Womens Restrooms	Element	Restrooms
Mens Restroom	Element	Restrooms
Mens Restroom	Element	Restrooms

Record Manager allows the user to choose which record to update individually.

**DACTrak** Reports Tools

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Facility: Fair Oaks Park [Back to List](#)

**Curb Ramps - Exterior : Curb Ramp**

**Curb Ramp From The Accessible Space Near The Play Area**


**No Detectable Warnings**

**Finding**  
The curb ramp does not provide a detectable warning surface which includes truncated domes.  
On Site Finding: Not Found

**Recommendation**  
Provide compliant detectable warnings to surface.  
Recommended: See Above

**Costing Information**  
Provide detectable warning to surface. \$144.00

**Citations**  
CA 11278.5-8  
ADA 4.7.7



1 of 2

Priority: None  
Progress: Not Started  
Resolution: Select One

Projected Date of Completion  
Actual Date of Completion  
Actual Cost

New Comment

[Update](#) [Cancel](#)

1 2 of 2

Once a record is chosen in Record Manager, the user can set the priority, select the status of progress, add projected and actual dates of completion and also document any notes regarding the record.

**Drinking Fountains - Exterior : Drinking Fountains**

**Drinking Fountain Near The Skate Park**

**Clear Floor Space Slope**

**Finding**  
The Clear Floor Space Slope is not compliant.  
On Site Finding: 8.40 percent

**Recommendation**  
Provide compliant Clear Floor Space at the drinking fountain.  
Recommended: Up to 2.00 percent

**Costing Information**  
(None) \$0.00

**Citations**  
ADA 4.15.5



1 of 2

Drinking fountain not operational at time of inspection.

Priority: 1  
Progress: Completed  
Resolution: Corrected

Projected Date of Completion: 6/1/2011  
Actual Date of Completion: 7/8/2011  
Actual Cost: 565.33

New Comment: Slope corrected and verified to be compliant by inspector #36  
grass area near fountain

[Update](#) [Cancel](#)

This screen shot represents an example of a record with progress, updates and comments added.

**Record Manager gives an Administrator the most options to examine, manage and update the transition plan for the selected site.**

All comments saved using the Update command are shown under the finding. All new comments that are added will also be listed in this area.

An Administrator is able to view findings related to the same element by using the advance controls, also located under the tool bar at the top of the page.

A priority level of 1 through 7 can be assigned to the element.

Projected and actual dates of completion are entered here. The Administrator can also add the actual cost of bringing the element into compliance for budgeting and expense reporting.

New Comments can be added here and saved using the Update command.

The screenshot displays the DACTrak web application interface. At the top, there is a navigation bar with 'Reports', 'Tools', and 'Support' tabs. Below this, the facility name 'Sacramento National Wildlife Refuge' is shown. The main content area is titled 'Reach Ranges - Exterior, Check Station : Reach Range, Element Highest Point Of Operation'. It includes a 'Check Station' section, a 'Map Box - Other' section, and a 'Finding' section with a photograph of a building. Below the finding, there are sections for 'Recommendation', 'Costing Information', and 'Citations'. At the bottom of the page, there is a form with several fields: 'Priority' (a dropdown menu), 'Progress' (a dropdown menu), 'Resolution' (a dropdown menu), 'Projected Date of Completion' (a date field with '5/6/2012' entered), 'Actual Date of Completion' (a date field), 'Actual Cost' (a text field), and 'New Comment' (a text area containing 'Staff to relocate when repainting building in July 2012'). There are 'Update' and 'Cancel' buttons below the comment field. The footer of the page includes the 'Disability Access Consultants' logo and the text 'Powered By DACTrak'.

DACTrak

Reports Tools

Please select the filter criteria and click "Generate List" to view the deficiencies you are able to edit.

Clients: Fair Oaks Recreation and Parks District Projects: Fair Oaks Recreation and Parks District  
 Facilities: Fair Oaks Park Locations: All Locations  
 Categories: Passenger Loading Zones Generate List

Location	Element Description	Finding	Progress	Projected Completion Date	Actual Completion Date
<input type="checkbox"/> Exterior	Passenger Loading Zone At The Horticultural Center	There is less than the minimum required length in the access aisle at the passenger loading zone.			
<input type="checkbox"/> Exterior	Passenger Loading Zone At The Horticultural Center	The slope of the asphalt surface for the access aisle at the passenger loading zone is greater than 2%.			
<input type="checkbox"/> Exterior	Passenger Loading Zone At The Horticultural Center	There is no signage designating accessibility posted at the passenger loading zone.			
<input type="checkbox"/> Exterior	Passenger Loading Zone At The Horticultural Center	There are no detectable warning devices provided at the passenger loading zone.			
<input type="checkbox"/> Exterior	Passenger Loading Zone Near The Restrooms	There is no signage designating accessibility posted at the passenger loading zone.			
<input type="checkbox"/> Exterior	Passenger Loading Zone Near The Restrooms	The slope of the asphalt surface for the access aisle at the passenger loading zone is greater than 2%.			
<input type="checkbox"/> Exterior	Passenger Loading Zone Near The Restrooms	There are curbs between the access aisle and the vehicle pull-up space.			

Projected Date:  Clear  
 Actual Date:  Clear  
 Priority:   
 Progress:   
 Resolution:  Set

Select deficiencies from the list above, and enter new values. To erase a value, leave the field blank and press Clear.

This is an example of Global Progress Editor, where the user may select many records to update at one time. In this example, the category has been filtered to Passenger Loading Zones using the Categories drop down menu.

DACTrak

Reports Tools

Please select the filter criteria and click "Generate List" to view the deficiencies you are able to edit.

Clients: City of La Quinta Projects: Buildings  
 Facilities: Silverrock Maintenance Building Locations: All Locations  
 Categories: Sinks Generate List

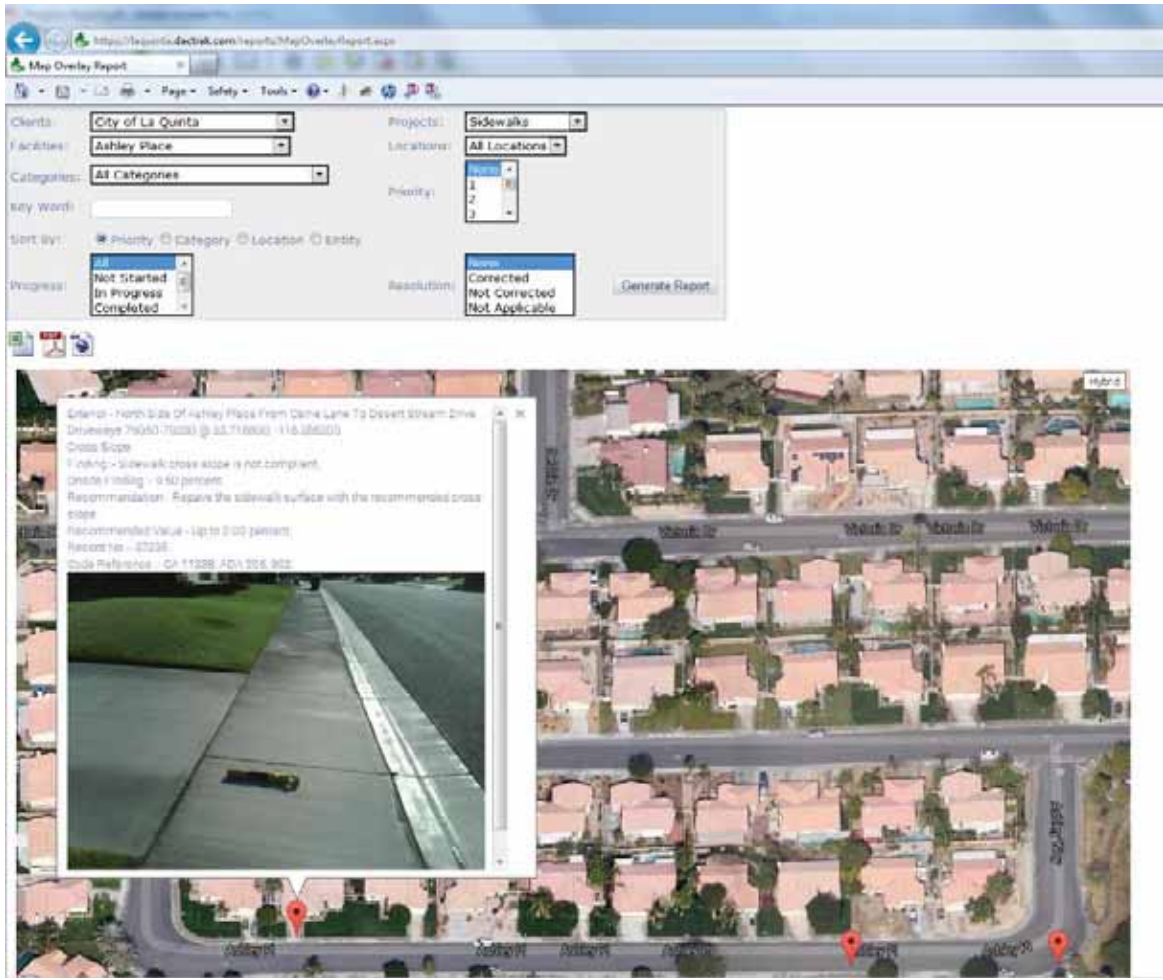
Location	Element Description	Finding	On Site Finding	Priority	Progress	Resolution	Projected Completion Date	Actual Completion Date	Cost Responsibility	Contractor
<input type="checkbox"/> Interior	Maintenance Bay	Sink counter height is not compliant.	35.37 inches	<input type="text" value="None"/>	<input type="text" value="None"/>	<input type="text" value="None"/>			<input type="text" value="None"/>	
<input type="checkbox"/> Interior	Maintenance Bay	The height of the controls and operating mechanisms for the dispenser is not at the correct height.	55.75 inches	<input type="text" value="None"/>	<input type="text" value="None"/>	<input type="text" value="None"/>			<input type="text" value="None"/>	
<input type="checkbox"/> Interior	Maintenance Bay	The height of the controls and operating mechanisms for the dispenser is not at the correct height.	49.50 inches	<input type="text" value="None"/>	<input type="text" value="None"/>	<input type="text" value="None"/>			<input type="text" value="None"/>	

Select deficiencies from the list above, and enter new values. To erase a value, leave the field blank.

Submit

This is an example of Priority Manager, where the user may select many records to update with unique information from one screen. The user may select progress information from the drop down menus and enter dates for each line item. All information is updated with one click of the Submit button. In this example, the category has been filtered to Sinks using the Categories drop down menu.

When GPS information is recorded for the location of an outdoor finding, such as the sidewalk report below, a Map Overlay report is available to view on DACTrak. This report shows a map of the area where the survey was performed, and pinpoints the location of the finding. Clicking on the pinpoint brings up a screen showing the finding, recommendation to bring the item into compliance, a photo of the finding and the associated code references.



Record Manager

Welcome, Bthorpe | Support | Sign Out | Help

**DACTrak** Reports Tools Support

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Facility: Sacramento National Wildlife Refuge [Back to List](#)

**Restrooms - Visitors Center : Restroom , Toilet Compartment**

**Mens Visitor Center Restroom**


**Toilet Compartment Width**

**Finding**  
There is insufficient clear floor space in the compartment.  
On Site Finding: 41.75 inches

**Recommendation**  
Modify or replace the compartment to provide adequate clear floor space.  
Recommended: At least 60.00 inches

**Costing Information**  
Install accessible stall. \$4,000.00

**Citations**  
ADA 604.8.1.1



Restroom , Toilet Compartment : Toilet Compartment Width

1 2 3 of 3

Remove one urinal, provide a compliant urinal, and make the toilet compartment accessible when the new visitors center is completed.

Priority: None  
Progress: Not Started  
Resolution: Select One

Projected Date of Completion  
Actual Date of Completion  
Actual Cost

New Comment

Update Cancel

1 2 3 4 5 > Next 5 of 14

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By clicking on the photo number, the Administrator can view more than one photo within the same screen.