



**Request for Proposal  
ADA Transition Plan  
Physical Accessibility Evaluation**  
Issued: January 27, 2020  
Proposals Due: February 10, 2020 at 5pm

**Description**

The Town of Rolesville is seeking proposals from vendors who can provide an evaluation of the physical accessibility of the Town’s facilities in order to complete its ADA Transition Plan.

**Timeline & Submission**

Date of advertisement: January 23, 2020

Proposal due date: February 10, 2020 at 5:00pm

Responses may be submitted by mail, in person, or via email to:

Amy Stevens, Finance Director  
Town of Rolesville  
PO Box 250  
502 Southtown Circle  
Rolesville, NC 27571  
amy.stevens@rolesville.nc.gov

Proposals should be valid for 25 days, and the contractor will have 25 days after the contract has been signed by both parties to complete the task.

**Scope of Services**

Review existing Town facilities to determine concurrence with ADA guidelines. The Town is responsible for the following publicly accessible buildings:

<b>FACILITY</b>	<b>ADDRESS</b>
Town Hall & Community Center	502 Southtown Circle
Police Department	204 Southtown Circle
105A W Young Street Building	105A West Young Street
Main Street Park Restrooms	200 South Main Street
Maim Street Park Picnic Shelters A-D	“
Main Street Park Gazebo	“
Main Street Park Playground	“
School Park Restroom & Concession Stand	121 Redford Place Drive
School Park Shelter	“

RMS Restrooms & Concession Stand	4700 Burlington Mills Road
Mill Bridge Amphitheater	425 Nature Park Drive

### **Proposal**

Vendors shall provide a letter of intent to include:

- 1) Signature of an officer of the company authorized to bind the vendor to the proposal.
- 2) Company name, address, telephone number, and website.
- 3) Name, title, email address, and telephone number of the proposal contact person(s) who are authorized to represent the firm and to whom correspondence should be directed.
- 4) A brief statement of the understanding of the services to be performed.
- 5) Proposed cost of services.

### **Selection Process**

Proposals will be evaluated based on:

1. Demonstration of the firm's ability to complete all of the requirements
2. Experience in similar consulting services
3. Cost of services

### **General Requirements**

This solicitation and any subsequent contract shall be awarded consistent with and governed by the laws of the State of North Carolina.

Proposals submitted shall not be subject to public inspection until a contract is awarded.

The Town reserves the right to reject any or all proposals and to waive any informalities as may be permitted by law.

The Town reserves the right to request oral interviews or request additional information from any or all vendors.

The Town reserves the right to award a contract based on proposals received without further discussion or negotiation.

All proposals shall be signed by an authorized officer or employee of the submitting organization. The name of the company, contract person, telephone number, and address shall be included.

The RFP does not commit the Town to award, nor does it commit the Town to pay any cost incurred in the submission of a proposal, or in making necessary studies or designs for the preparation thereof, no procure or contract for service or supplies. Further, no reimbursable cost may be incurred in anticipation of a contract or award.