



# TOWN OF BRIDGEWATER REQUESTS FOR PROPOSALS

## *ADA Self-Evaluation and Transition Plan*

SUBMISSION DOCUMENTS – 2025-02 ADA

DATE: Monday January 13, 2025

SUBMISSION DATE: Thursday February 20, 2025 @ 1:00 PM

Town of Bridgewater  
66 Central Square  
Bridgewater, MA 02324

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## INTRODUCTION

Bridgewater is a vibrant town located in the Commonwealth of Massachusetts, situated about 25 miles south of Boston. Known for its rich history, scenic landscapes, and strong sense of community, Bridgewater offers a blend of small-town charm and modern amenities. The town is home to a mix of historic architecture, local businesses, and recreational areas, making it an appealing destination for both residents and visitors. With a commitment to education, Bridgewater is also known for being the location of Bridgewater State University, the largest public university in the state. Its proximity to major highways and urban centers makes Bridgewater an ideal place for those seeking a balance of peaceful suburban life and access to greater metropolitan opportunities.

The following outline is offered to describe the general extent of services to be provided by the Consultant. This outline is not necessarily all-inclusive, and the Consultant will include in the proposal any tasks or alternatives and services deemed necessary to satisfactorily complete the project. Consultants are encouraged to bring both industry expertise and creative ideas tested elsewhere to help the community design and implement an approach that best suits the Town.

The Town of Bridgewater needs a consultant to develop our Self-Evaluation and Transition Plan that wholly complies with the requirements of the Americans with Disabilities Act of 1990 (ADA). The Town of Bridgewater intends to enter into a contract for professional services with an experienced and qualified consultant to provide these services.

### Project Goals

- a) Provide an evaluation of Bridgewater's services and programs to determine compliance with ADA regulations.
- b) Provide an evaluation of Bridgewater facilities including buildings. Any and all items on Bridgewater owned and/or operated property or in Bridgewater operated and/or owned buildings, parking lots, are covered under the scope of this project.
- c) Prepare a Self-Evaluation and Transition Plan that complies with current ADA standards.
- d) Review and adjust where necessary the existing grievance procedure and public notice that conforms to ADA/504 requirements.
- e) Provide a current cost estimate for remediation work required as a result of the evaluation.
- f) Ensure that all physical improvements identified and proposed under the plan shall conform to both ADA and Architectural Access Board (AAB) requirements.

All respondents to the RFP must ensure that the submittal is received by the date and time specified herein or automatically be disqualified.

**Schedule:**

**Issued:** Monday January 13, 2025 by 10:00 AM  
**Final Day to File Questions:** Thursday January 30, 2025 by 1:00 PM  
**Addendum Issued in Response to Questions:** Thursday February 6, 2025 by 1:00 PM  
**Proposals Due:** Thursday February 20, 2025 by 1:00 PM

A response to all questions submitted in writing will be provided in the form of an RFP Addendum to all submissions on record. To facilitate this process, questions and responses will be transmitted by e-mail. Questions in writing should be submitted to: [Procurement@bridgewaterma.org](mailto:Procurement@bridgewaterma.org). Bidders must acknowledge in writing receipt of any addenda.

The Town may cancel this RFP or reject in whole or in part all submissions, if the Town determines that cancellation or rejection serves the best interests of the Town.

All submission prices submitted in response to this RFP must remain firm for ninety (90) days following the award date.

## LIST OF LOCATIONS

| Address               | Year Built | Square Footage |
|-----------------------|------------|----------------|
| 151 High Street       | 2000       | 17,440         |
| 66 Central Street     | 1799       | 18,066         |
| 25 South Street       | 1881       | 2,875          |
| 15 South Street       | 1972       | 31,311         |
| 220 Pleasant Street   | 2002       | 17,352         |
| 774 Plymouth Street   | 2001       | 7,144          |
| 5-10 Wally Kruger Way | 1988       | 13,146         |
| 22 School Street      | 1975       | 8,267          |
| 90 Cottage Street     | 2000       | 786            |

## SCOPE OF WORK

### Task 1: Community and Staff Evaluation and Involvement

- a. Consultant shall provide options and recommendations regarding the involvement of staff and the community in the process of preparation of a self-evaluation plan.
- b. Coordination and distribution of a questionnaire / survey that would identify areas to provide the needs analysis for the self-evaluation / transition plan.
- c. Facilitation of public /staff meetings to fully identify areas of Bridgewater services /policies that require evaluation.

### Task 2: Evaluation of Programs

- a. The consultant will be responsible for obtaining and conducting an intensive review of all written policies, rules, and regulations of the Town of Bridgewater and all of its departments. The intensive review should provide an accurate assessment of which programs and policies, if any, contain language or processes that may be discriminatory and/or non-compliant with Title I and II of the ADA.
- b. Provide a full review of Bridgewater's website and online information services including GIS viewer, Assessor's information and on-line permitting for ADA compliance.

### Task 3: Evaluation of Facilities

- a. Provide a field review of all Bridgewater owned and operated buildings to evaluate compliance with the ADA and provide remedial options for compliance. Each site shall have all aspects of the infrastructure located on the site examined that pertain to ADA compliance. The information provided in the size/use column is to provide an idea of the scope of a site and does not represent all the aspects of a site that are to be reviewed.
- b. Provide a report, in both typed and electronic Microsoft Word format, that includes a cost evaluation of all proposed modifications.

### Task 4: Action Steps and Timelines

- a. The consultant shall provide a complete and accurate report that includes recommendations for any modifications or deletion of language in all program policies, practices, and procedures.
- b. The consultant shall provide a complete evaluation of Bridgewater Facilities, including costs for proposed modifications and priorities for completion of proposed modifications.

### Task 5: Other Suggested Items

Under Task 5, the consultant should provide items that it feels are not properly captured in the tasks outlined above. Based on the Project Goals identified at the start of this RFP, the consultant shall review the tasks outlined above. If there is recommended scope that should be incorporated into this contract to meet the Project Goals, outline those items under this task and provide a cost estimate for that work.

## Deliverables

- a. The selected firm may be required to attend at least two (2) Disability Commission meetings with staff and the public to identify areas of Bridgewater services and facilities that need to be evaluated.
- b. The selected firm's representatives may be required to attend and provide a presentation at one (1) Bridgewater Town Council meeting.
- c. A preliminary report will be required when approximately 75% of the evaluation for programs, policies and facilities is complete.
- d. The final version of each deliverable should be submitted in electronic format on a USB hard drive and contain a Microsoft Word compatible version, and a searchable PDF version. All images, tables and graphs used in the final version should be in Microsoft Excel compatible format and should include all GIS or CAD data created by the Consultant and used on maps in the final version. All materials will become the property of the Town of Bridgewater.

## Price Proposal Format

### Project Cost

- a. Please identify the cost for each task in the Scope of Work. Include the number of staff needed to complete each task, as well as the total cost.
- b. Any additional costs/ charges (such as travel expenses) must be clearly defined in the proposal.
- c. Complete summary of costs – cost by task, by staff person, components, optional work, taxes, etc.
- d. Acknowledge meeting insurance requirements set forth in accompanying professional services agreement.

## Relevant Experience

- a. Your current and past experience as it relates to the scope of the RFP.
- b. A minimum of three (3) related business references, including names, addresses, and phone numbers plus a description of the type of work you performed for them.
- c. References to other Municipalities/ Organizations that your firm has prepared or assisted in the preparation of Self Evaluation / Transition Plans.
- d. Municipal government experience. Preference will be given to respondents who have developed plans for other municipalities.

## Project Approach

- a. Describe your approach to completing the tasks identified in the Scope of Work section.
- b. The process includes input from all Town of Bridgewater departments. Please describe the plan for meeting with Bridgewater Staff members and the general public to provide the needs analysis.

### Time of Performance

The time for completion of the project will be evaluated. In addition, the time will be part of the contractual agreement; therefore, a realistic time for completion is requested. The Consultant shall also demonstrate the ability to commit time and resources to the Bridgewater's project relative to its other commitments.

### Assistance from Bridgewater

To the greatest extent possible, please provide a written summary identifying the types of information, data, and assistance expected from the Town of Bridgewater in order to complete this project.

### Regulations

The project must comply with all applicable federal and state laws and regulations as well as Bridgewater's.

## PROJECT SCHEDULE

Work is expected to start as soon as possible. The Consultant shall prepare a reasonable timeline to complete the project. The Consultant is not expected to give a presentation at a Town Council Meeting.

## CONSULTANT QUALIFICATIONS

At a minimum, the proposing firm / team must meet the following requirements:

The firm / project manager / team must have at least five (5) years of experience in ADA compliance, municipal planning, public policy and administration, and community engagement.

The principal and project manager to be assigned to this project must be available for meetings with the Town on days or evenings, as required.

The firm / team must have previous experience in similar projects. Successful completion of a minimum of three (3) such projects within the last five (5) years is required, and completion of five (5) overall is desired.

The firm/team must have proven experience in the public sector and in working with federal, state, and municipal agencies, and neighborhood/business organizations.

The volume of the proposed project managers and firm's current and projected workload must not adversely affect its ability to immediately initiate work and to follow through with the project in a timely and professional manner. The firm and all team members must be capable of devoting a significant amount of time to this project in order to complete the work within the schedule outlined in this RFP.

## SELECTION CRITERIA

The Town will award the contract to the Consultant offering the most advantageous response to this RFP, taking into consideration all evaluation criteria. The selection process will include an evaluation procedure based on the criteria identified below. Finalists will be required to appear for an interview.

**Staffing Plan and Methodology, including the professional qualifications of all project personnel with particular attention to training, educational background, professional certification or registration, and professional experience. Demonstrated expertise and experience of the Principal-in-Charge, Project Manager, and other key personnel, and any Consultants to be assigned to the Project, including professional registration of the Consultants and their qualifications.**

**Highly Advantageous:** The plan of services proposes a detailed, logical, creative, and highly efficient scheme for producing a complete project that addresses all Goals and Priorities of this project and meets all the minimum applicant qualifications detailed in Section VI, "Consultant Qualifications."

**Advantageous:** The plan of services proposes a credible scheme for producing a complete project that addresses all of the required issues and meets all the minimum applicant qualifications detailed in Section VI, "Consultant Qualifications."

**Not Advantageous:** The plan of services is not sufficiently detailed to fully evaluate, or the plan does not contain all the components necessary to produce a complete project that addresses all of the required issues and meets all the minimum applicant qualifications detailed in Section VI, "Consultant Qualifications."

**Unacceptable:** The plan of services does not meet all the minimum applicant qualifications detailed in Section VI, "Consultant Qualifications."

**Depth of experience with similar projects, and prior experience with public contracts and ADA-compliance, self-evaluations and transition plans and related laws, and local, state, and Federal regulations related to ADA and Architectural Access Board regulations.**

**Highly Advantageous:** The Consultant has at least seven (7) years of experience consulting with municipalities on projects of similar size and scope to this project. The Consultant can demonstrate the successful completion of five (5) similar projects within the last five (5) years.

**Advantageous:** The Consultant has at least five (5) years of experience consulting with municipalities on projects of similar size and scope to this project. The Consultant can demonstrate the successful completion of three (3) similar projects within the last five (5) years.

**Not Advantageous:** The Consultant has less than four (4) years of experience but more than one (1) year consulting with municipalities on projects of similar size and scope to this project. The Consultant can demonstrate the successful completion of two (2) similar projects within the last five (5) years.

**Unacceptable:** The Consultant has less than four (4) years of experience consulting with municipalities on projects of similar size and scope to this project. The Consultant cannot demonstrate the successful completion of similar projects.

**Strength and credibility of client references. The Consultant shall demonstrate prior client satisfaction with working relationship, project management capabilities, and technical expertise in developing similar projects.**

**Highly Advantageous:** More than three clients who consider your services satisfactory or better.

**Advantageous:** Three clients who consider your services satisfactory or better.

**Not Advantageous:** Three or more clients, not all of whom consider your services satisfactory or better.

**Unacceptable:** Fewer than three clients who consider your services satisfactory or better, or three or more clients who consider your services unsatisfactory.

**Desirability of approach to the project, as well as a demonstrated understanding of all project components and public outreach needs.**

**Highly Advantageous:** The response contains a clear, creative, and comprehensive plan that addresses all project Goals and Priorities as stated in the RFP.

**Advantageous:** The response contains a clear plan that addresses most of the project Goals and Priorities as stated in the RFP.

**Not Advantageous:** The response does not contain a clear plan to address many of the project Goals and Priorities as stated in the RFP.

**Unacceptable:** The response does not contain any plan to address the project objectives stated in the RFP.

**Demonstrated ability to meet project budget and project schedule.**

**Highly Advantageous:** All of the Consultant's references indicate that the projects were completed within budget and on schedule or with minimal, insignificant delays.

**Advantageous:** One of the Consultant's references indicates that the project was not completed within budget attributable to the Consultant or with substantial delays attributable to the Consultant, and no current project or project completed in the last three years experienced substantial delays attributable to the Consultant.

**Not Advantageous:** Two of the Consultant's references indicate that the project was not completed within budget attributable to the Consultant or was completed with substantial delays attributable to the Consultant, and no current project or project completed in the last year experienced substantial delays attributable to the Consultant.

**Unacceptable:** More than two of the Consultant's references indicate that the project was not completed within budget attributable to the Consultant or was completed with substantial delays attributable to the Consultant.

## SUBMITTAL REQUIREMENTS

Interested qualified firms must submit their response addressing the objectives, scope and schedule described in this RFP. Responses must include, at a minimum, each of the following:

Two (2) paper copies of the technical proposal and a USB drive with the technical proposal in searchable PDF format shall be submitted in a sealed envelope marked “RFP 2025-02 - Town of Bridgewater ADA Self-Evaluation and Transition Plan - Technical Proposal”.

1. General description of the firm/team's experience.
2. Description, with examples, of the firm/team's experience in working with municipalities to complete ADA Self-Evaluation and Transition Plans. Include reference to your experience in use of visual materials to illustrate the needs and proposed changes.
3. A detailed scope of services for the proposed work, including the firm/team's general approach to such work, evidence of the firm/team's understanding of the goals and objectives of the project, and methodology for accomplishing the tasks as listed in this RFP.
4. An outline of the schedule for completion of tasks (timeline) as presented in the firm/team's approach to the scope of services.
5. Description of or resumes for the assigned staffs' experience, educational background, availability, and chain of responsibility, including the name and title of the principal and project manager assigned to the project, names of all sub- consultants, and resumes of all personnel to be associated with the project.
6. At least three (3) references, including name, title, agency, address, description of project, project cost, and telephone number and the email address for clients with similar projects completed by the Consultant within the last five years (including dates).
7. Other pertinent information about the firm(s) that would aid the Town in selecting.
8. Completed Required Forms (not included in page limit).
9. Evidence of insurance coverage, including general and professional liability and Workers' Compensation insurance.

Sealed Submission, one (1) copy, clearly marked “RFP 2025-02 Town of Bridgewater ADA Self- Evaluation and Transition Plan - Price Proposal”.

1. Completed Price Proposal Form (attached)
2. Estimated breakdown by planning element of professional service fees (including expenses), assigned project staff and hourly billing rates of all staff assigned to provide services (including any sub-consultants).

Proposals must clearly address all the submittal requirements; that is, the response should include a section addressing all of the minimum qualifications, the minimum submittal requirements, and each of the review criteria. The proposal will be reviewed based on each of these items and it will be to the benefit of the responder to clearly address each of the items. Where the requirements specify a minimum level of experience, indicate the dates of said experience.

A Selection Committee will be convened to review proposals. Committee members will be drawn from Town staff and Disability Commission members and may include other community members.

The Town reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any RFP, and to accept or reject any item or combination of items. The Town also reserves the right to seek additional information and revised proposals prior to selection of a consultant through written notice to all of the respondents.

Responses to the RFP are due by **Thursday February 20, 2025 @ 1:00**. Facsimile and/or emailed responses will not be accepted. All responses should be submitted to:

Town of Bridgewater  
Town Manager's Office  
66 Central Square  
Bridgewater, MA 02324

Any interviews with prospective consultants will be scheduled as soon as possible.

## PROJECT FUNDING

Consultants must complete the attached Price Proposal Form under separate cover. Project fees must be provided for each Project Component of work as described in the Scope of Services. Fees shown will include all costs and expenses (copying, mileage, photographs, maps, etc.) to complete the Scope of Services defined in this RFP. Also, the selected Consultant will be required to submit invoices identifying hours, expenses, and total cost for specific tasks. The final contract scope, price and fee will be negotiated with the highest ranked responder.

## REQUIRED FORMS

All required forms must be submitted with the proposal.

ATTACHMENT A: Price Proposal  
ATTACHMENT B: Non-Collusion Affidavit  
ATTACHMENT C: Tax Compliance  
ATTACHMENT D: Certificate of Non-Discrimination  
ATTACHMENT E: Insurance Requirements

## ATTACHMENT A: PRICE PROPOSAL (to be placed in a separate sealed envelope)

CONTRACTOR      Town of Bridgewater  
66 Central Square  
Bridgewater, MA 02324

PROPOSER

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PROJECT:          Consultant Services for ADA SELF- EVALUATION AND TRANSITION PLAN

Proposed Price (in words): \_\_\_\_\_

Proposed Price (in numbers): \$ \_\_\_\_\_

Please attach estimated budget and breakdown by planning element of professional service fees, assigned project staff and hourly billing rates of staff.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Title

## ATTACHMENT B – NON-COLLUSION AFFIDAVIT

I, \_\_\_\_\_, of \_\_\_\_\_, whose principal place of business is located at \_\_\_\_\_ do hereby certify that:

1. The proposed bid price has been arrived at independently, without collusion, consultation, or communication with any other contractor or with any competitor.
2. The said bid price was not disclosed by the Contractor and was not knowingly discussed prior to the submission, directly or indirectly, to any other contractor or to any competitor.
3. No attempt was made by the Contractor to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.
4. This bid is in all respects bona fide, fair, and made without collusion or fraud with any other person. As used in this section the word "person" shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.

Signed under the penalties of perjury on this \_\_\_\_\_ day of DATE.

Name of Contractor \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

## ATTACHMENT C – TAX COMPLIANCE

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes under law, I have addressed any tax liability and am in the process of setting up a plan to satisfy said liability.

\_\_\_\_\_ by: \_\_\_\_\_

\* Signature of individual or

Corporate Officer

Corporate Name (Mandatory)

(Mandatory, if applicable)

\_\_\_\_\_  
\*\*Social Security # or Federal Identification #

\*Approval of a contract or other agreement will not be granted unless this certification clause is signed by the applicant.

\*\*Your Social Security Number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of Mass. G.L. 62C s. 49.A.

## ATTACHMENT D – CERTIFICATE OF NON-DISCRIMINATION

The undersigned hereby certifies that it will not discriminate against any employee or applicant for employment on the basis of race, color, creed, religious creed, national origin, age, sex, or sexual orientation (which shall not include persons whose sexual orientation involves minor children as the sex object, age, genetic information, ancestry or the handicap of a qualified handicapped person.

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Name of Prospective Vendor

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Signature of Authorized Representative

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Print Name and Title of Authorized Representative

## ATTACHMENT E – INSURANCE REQUIREMENTS

Each Consultant responding to the Request for Proposals shall submit a sample “Certificate of Insurance” for the items listed below. If insurance meeting these requirements is not currently in effect, the applicant must provide clear evidence that such coverage can be obtained. Arrangements shall be made with each insurance company to notify the LPC of any termination or material change in the aforementioned insurance at least ten (10) days prior to the date on which the termination or change takes place.

Evidence that the Consultant carries the following insurance:

| <b><u>Type of Insurance</u></b>  | <b><u>Minimum Coverage</u></b>                        |
|--|---|
| Professional Liability/Error & Omissions & Design  | \$1,000,000 for one claim and in the annual aggregate |
| Comprehensive General Liability with broad form Comprehensive Liability endorsement and auto (non-owned and hired)                 | \$1,000,000   |
| Worker’s Compensation and Employer’s Liability   | \$500,000   |
| Automotive Liability (owned and non-owned used in conjunction with the job both on and off the highway) injury and property damage | \$1,000,000   |

The Town of Bridgewater is to be named as an additional insurer on all liability policies except workers compensation and employer’s liability.