**ADA Self-Assessment Scope of Work  
Sacramento County Department of Airports**

**Section I. INTRODUCTION**

The Sacramento Department of Airports (SCDA) is seeking to retain an ADA Consultant with extensive experience in Americans with Disabilities Act (ADA) Title II compliance, to conduct an airport-wide Self- Evaluation and Transition Plan of SCDA services, programs, and facilities, including the street right-of-way accessibility. This entire effort will be in accordance to all ADA related titles and regulations, including Section 504 of the Rehabilitation act of 1973, California Building Code, the California Manual of Uniform Traffic Control Devices, and any other relevant state and local codes or standards that may be more stringent than the ADA guidelines.

The scope of this work will include various SCDA programs, services, and assets used for public and non-public purposes, including but not limited to: terminals and concourses; cargo, rental car buildings; parking lots; bus stops; street intersections and sidewalks; and SCDA maintained websites, signs and digital displays at all four SCDA airports. See Attachment A for a preliminary list of SCDA facilities, programs and services that will likely be included in the ADA Consultant scope of work of this airport-wide effort.

The airport-wide self-evaluation will provide a survey summary of any accessibility barriers for each building, street intersection, program, service, etc.

Each accessibility barrier will be clearly identified and located. The identified barriers will include any recommended corrective measure(s) with associated cost, and a prioritization. The airport-wide self-evaluation will become the basis of preparing the airport-wide ADA Transition Plan for targeting and budgeting specific annual accessibility improvements projects.

SCDA’s services, programs, facilities or activities, when viewed in their entirety, must be readily accessible to and usable by individuals with disabilities. This "program accessibility" is the ultimate objective for all existing SCDA facilities, programs and services. However, there may be some instances where the ADA may not necessarily require SCDA to make aspects of their existing facilities accessible. The ADA Consultant will likewise assist SCDA to identify and fully demonstrate those instances where by taking corrective action it would result in a fundamental alteration in the nature of that certain program or activity, or be an undue financial and administrative burden as provided by Title II of the ADA.

**Section II. BACKGROUND**

SCDA initiated a self-evaluation of its public facilities in 2021/22 in accordance with the Federal Aviation Administration’s Office of Civil Rights requirement for a triennial self-evaluation, however this effort was not completed in full since it only surveyed for physical barriers, so a complete transition plan was not prepared. The ADA Consultant will conduct a new complete self-evaluation effort for the current SCDA facilities, services, and programs.

**Section III. ANTICIPATED ELEMENTS OF THE PROJECT SCOPE**

SCDA is requesting an ADA Consultant or team to perform all services required to complete this comprehensive airport-wide self-evaluation and transition plan. If individual firms are not able to perform or have experience in a specific scope of work, it will be necessary to respond to this proposal as a team. The ADA Consultant (or team) will be expected to work under the direction of the SCDA representative and coordinate as needed with other County departments, outside agencies and interested stakeholders to perform the necessary tasks.

The anticipated scope of work identified in this RFP request may be different or expanded in the final scope of work that could be developed further during the contract negotiations with the selected ADA Consultant. However, to assist the ADA Consultant with their preparation of the RFP response and SCDA’s evaluation of those responses, the successful ADA Consultant will be required to exhibit knowledge, competence and past experience of the following primary tasks:

**Self-Evaluation**

The ADA Consultant will conduct an airport-wide self-evaluation process per Section 504 of the Rehabilitation Act of 1973 and Title II. The ADA Consultant will also be required to work with SCDA staff, the public, and stakeholders representing persons with disabilities to assist with the self-evaluation process.

SCDA-wide self-assessment of SCDA facilities, pedestrian accessibility, programs, and services shall at a minimum address the following general considerations. Certain services or programs may have additional specific considerations that will also need to be included for their self-evaluation survey.

1. Identify all of the current SCDA policies, practices and services that govern the administration of SCDA’s public programs, activities, and services.

2. Review all SCDA policies and practices that govern the administration of SCDA’s public programs, activities, and services. Analyze policies and practices to determine whether they adversely affect the full participation of individuals with disabilities in its programs, activities, and services.

3. Examine each SCDA program to determine whether any physical barriers to access exist. Identify steps that need to be taken to enable these programs to be made accessible when viewed in their entirety. If structural changes are necessary, they should be included in the transition plan. (See Attachment A for list of specific SCDA owned or maintained facilities).

4. Review SCDA policies and practices to determine whether any exclude or limit the participation of individuals with disabilities in its programs, activities, or services. Such policies or practices must be modified, unless they are necessary for the operation or provision of the program, service, or activity. The self-evaluation should identify policy modifications to be implemented and include complete justifications for any exclusionary or limiting policies or practices that will not be modified.

5. Review SCDA policies to ensure that they communicate with applicants, participants, and members of the public with disabilities in a manner that is as effective as its communications with others. Review SCDA communications with the public by telephone, to ensure that telecommunications device for the deaf (TDD) TDD's or equally effective telecommunication systems are available and used to communicate with individuals with impaired hearing or speech. This includes a review of emergency telephone services provided by SCDA to ensure available direct access to individuals who use TDD's and computer modems.

6. Review SCDA policies to ensure that they include provisions for readers for individuals with visual impairments; interpreters or other alternative communication measures, as appropriate, for individuals with hearing impairments; and amanuenses for individuals with manual impairments. A method for securing these services should be developed, including guidance on when and where these services will be provided. Where equipment is used as part of SCDA's program, activity, or service, an assessment should be made to ensure that the equipment is usable by individuals with disabilities, including individuals with hearing, visual, and manual impairments. In addition, ensure SCDA has policies that ensure that its equipment is maintained in operable working order.

7. Review the procedures to evacuate individuals with disabilities during an emergency. This may require the installation of visual and audible warning signals and special procedures for assisting individuals with disabilities from a facility during an emergency.

8. Review SCDA's written and audio-visual materials to ensure that individuals with disabilities are not portrayed in an offensive or demeaning manner.

10. Review SCDA’s policies to ensure that decisions concerning fundamental alterations to the nature of a program, activity, or service, are made properly and expeditiously. This includes decisions, imposed by Title II, that may cause an undue financial and/or administrative burden,

11. Review SCDA policies and procedures to ensure that individuals with mobility impairments are provided access to public meetings.

12. Review SCDA employment practices to ensure that they comply with other applicable nondiscrimination requirements, including Section 504 of the Rehabilitation Act and the ADA regulation issued by the Equal Employment Opportunity Commission.

13. Review SCDA building and construction policies to ensure that the construction of each new facility or part of a facility, or the alteration of existing facilities after January 26, 1992, conforms to the standards designated under the Title II regulation.

14. Review whether measures have been taken to ensure that SCDA employees are familiar with the policies and practices for the full participation of individuals with disabilities. If appropriate, training should be provided to employees.

15. Review whether participation in SCDA programs, activities, and services is limited or denied based on drug usage and ensure that such policies do not discriminate against former drug users. As opposed to individuals who are currently engaged in illegal use of drugs.

The ADA Consultant shall prepare an SCDA-wide Self-Evaluation summary that identifies by program, the facilities, policies and/or practices that deny or limit the participation of individuals with disabilities. The Self-Evaluation summary documentation shall include: information describing the exact physical location or specific policy/practice that is non-compliant; a description of the non-compliant element; the corrective action recommended to provide compliance; the approximate cost of correction to provide compliance, or equivalent access to the maximum extent possible; and a priority to assist with the possible ranking of annual budgeted allocations for inclusion into SCDA-wide ADA Transition Plan. The Self-Evaluation may identify non-accessible policies and practices that deny or limit the participation of individuals with disabilities where immediate remedial action may be taken to eliminate the impediments to allow full and equivalent participation. Otherwise, modifications that are more significant and may require structural modifications shall be identified for likely inclusion into the ADA Transition Plan.

The Self-Evaluation summary shall also clearly identify, document and demonstrate any accessibility limitation(s) where corrective actions would result in a fundamental alteration in the nature of SCDA program or activity, or create an undue financial and administrative burden. Any such instance of an undue burden shall be presented to SCDA for approval with a written explanation and documentation of the reasons for reaching that conclusion. The ADA Consultant and SCDA may further discuss and consider options based on all program resources available to ensure that individuals with disabilities may still receive the benefits of the program.

The ADA Consultant will coordinate, compile and index the complete SCDA-wide Self-Evaluation in both hard copy and digital format (accessible pdf) for SCDA reference and archival purposes.

**Transition Plan**

Where SCDA-wide self-evaluation process determines specific structural modifications are needed.to achieve program accessibility, the modifications shall.be included in SCDA-wide ADA Transition Plan in accordance with Title II of the ADA.

The ADA Consultant will encourage all interested persons, including individuals with disabilities and organizations representing individuals with disabilities, to participate.in the development of the transition plan by submitting comments and participating in the process. Copies of the draft and final ADA Transition Plan shall be made available in accessible formats.

The specific SCDA-wide accessibility modifications shall be organized by airport, program, or service that they are affiliated with.

At a minimum, the SCDA-wide ADA Transition Plan shall include the following elements:

1. A list (by airport, building program, etc.) of the physical barriers in an SCDA Facility that limits the accessibility of its programs, activities or services to individuals with disabilities.

2. A detailed outline of the methods to be utilized to remove these barriers and make the facilities accessible.

3. The schedule for taking the necessary steps to achieve compliance with Title II of the ADA. If the time period for achieving compliance is longer than one year, the plan should identify the interim steps that will be taken during each year of the transition period.

4. The name and contact information of SCDA official and departmental representative responsible for the plan's implementation.

5. SCDA-wide grievance procedures to provide fair and prompt resolution of complaints under Title II of the ADA at the local level.

**Notice to the Public**

The ADA Consultant will review currently posted public notices based on Title Il's requirements for SCDA/program/website postings for public applicants, participants, beneficiaries, and other interested persons of SCDA programs, services and activities. The public notice(s) shall explain Title Il's applicability to SCDA's services, programs, or activities and shall also apprise the public of Title Il's prohibitions against discrimination. The format and or methodology of providing and displaying the public notice will likely vary based on SCDA program and activity, however the public notice must comply with the Title II requirements for effective communication, including alternate formats, as appropriate.

**Designation of Responsible Employee**

The ADA Consultant will facilitate the identification of at least one SCDA employee with primary responsibility to coordinate the ongoing SCDA-wide efforts to comply with and fulfill SCDA-wide responsibilities under Title II of the ADA. The ADA Consultant shall coordinate making available the name(s), office address(es), and telephone number(s) of any designated employee(s) available to the public as required by Title II.

**Section IV. MINIMUM QUALIFICATIONS**

Consultants must meet the following minimum requirements to be considered for this SCDA-wide self-evaluation and ADA Transition plan contract:

1. SCDA anticipates this effort will require the expertise of a licensed architect and/or civil engineer to supervise efforts of this update including any necessary structural modifications (buildings, curb ramps, etc.) and associated cost estimates required for accessibility improvements.

2. The ADA Consultant or team, shall have at least one Certified Access Specialist Program (CASP) specialist who will evaluate the ADA (federal, state and local) compliance of all existing SCDA-wide facilities, services, programs and policies to determine whether any improvements or modifications are necessary to provide ADA compliance.

3. The ADA Consultant or team is available to begin working on this project within thirty (30) days after the award of contract and proceed expeditiously until project close-out.

4. The ADA Consultant or team can demonstrate competence and past success with providing similar professional services as outlined in this request for proposals.