

## **NOTICE OF MEETING REGULAR MEETING**

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA**
- 4. RECONSIDERATION**
- 5. SYNOPSIS APPROVAL**
  - A. November 10, 2016 meeting synopsis **Page 3**
- 6. VISITORS**
- 7. PENDING BUSINESS**
  - A. ADA Self-Evaluation and Transition Plan Update **Page 7**
  - B. Elect Chair and Vice Chair **Page 33**
- 8. NEW BUSINESS**
  - A. Review City of Homer Special Event Application **Page 35**
  - B. Action Plan for Accessible Website **Page 49**

**9. INFORMATIONAL ITEMS**

- A. Community Recreation Schedule for HERC gym  
**Page 51**

**10. COMMENTS OF THE AUDIENCE**

**11. COMMENTS OF CITY STAFF**

**12. COMMENTS OF THE COMMITTEE**

- 13. ADJOURNMENT NEXT REGULAR MEETING IS SCHEDULED for FEBRUARY 9, 2017** in the City Hall Cowles Council Chambers located at 491 E. Pioneer Ave, Homer, Alaska.

Session 16-08 a Regular Meeting of the ADA Compliance Committee was called to order by Acting Chair Munns at 4:00 p.m. on November 10, 2016 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: Donna Aderhold, Patrick Brown, Linda Munns

ABSENT: Tess Dally

STAFF: Melissa Jacobsen, Deputy City Clerk/ADA Coordinator

### **AGENDA APPROVAL**

The agenda was approved by consensus of the Committee.

### **PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA**

There were no public comments

### **RECONSIDERATION**

### **APPROVAL OF SYNOPSIS**

The synopsis was approved by consensus of the Committee.

### **VISITORS**

### **PENDING BUSINESS**

A. ADA Self-Evaluation, Transition Plan, Trust Grant Application Update

The committee reviewed the scope of work and cost estimate for the self-evaluation and transition plan development submitted by Northwest ADA Center.

There was discussion about the 40 hours listed for transition plan development and the cost estimate that includes 192 hours for reporting hours. Under findings and recommendation it lists interim detailed reports submitted 30 days after each site survey but doesn't clarify that there will be a final report. There are a couple of disconnects that need to be clarified. Question was also raised if this will be a time and materials contract, fixed fee, cost plus fixed fee.

Deputy City Clerk Jacobsen said she would follow up on those questions.

Ms. Aderhold said she is willing to propose a budget amendment to council for \$20,000 to \$25,000 and the committee talked about focusing the work on the primary city buildings and parks that the public accesses that could fit into that cost range if the Council approves a budget amendment. They identified the HERC gym area, library, city hall, animal shelter, Hornaday Park and Campground, and Bishops Beach as locations to be assessed in the first assessment.

## **NEW BUSINESS**

### **A. Election of Chair and Vice Chair**

Deputy City Clerk Jacobsen explained this is on the agenda because former Chair Rick Malley resigned from the committee and she wasn't sure if Ms. Munns is interested in moving into the Chair's position. She also commented that she heard from Ms. Dally that she is interested in participating as Chair or Vice Chair.

Acting Chair Munns said she would think about it and the committee agreed to address this at their next meeting.

## **INFORMATIONAL ITEMS**

### **COMMENTS OF THE AUDIENCE**

### **COMMENTS OF STAFF**

There were no staff comments.

### **COMMENTS OF THE COMMITTEE**

There were no committee comments.

### **ADJOURN**

There being no further business to come before the Committee the meeting adjourned at 5:00 p.m. The next regular meeting is scheduled for December 8, 2016 at 4:00 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

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MELISSA JACOBSEN, CMC, DEPUTY CITY CLERK

Approved: \_\_\_\_\_





# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

Office of the City Clerk

491 East Pioneer Avenue  
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[clerk@cityofhomer-ak.gov](mailto:clerk@cityofhomer-ak.gov)

(p) 907-235-3130

(f) 907-235-3143

## Memorandum

TO: ADA Compliance Committee

FROM: Melissa Jacobsen, MMC, Deputy City Clerk, ADA  
Coordinator

DATE: December 16, 2016

SUBJECT: ADA Compliance Committee work Re-Cap

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As we move into 2017 I wanted to refresh our minds on what our scope of work is and what we have accomplished so far:

Resolution 16-019 established the Committee and outlined our scope of work as follows:

1. Preparing a Self-Evaluation of the City's policies and practices and analyze whether these policies and practices adversely affect the full participation of individuals with disabilities in its programs, activities, and services.
2. Developing a Transition Plan that lists the physical barriers in the City's facilities that limit the accessibility of its programs, activities, or services to individuals with disabilities; the methods to be utilized to remove these barriers and make the facilities accessible; and the schedule for taking necessary steps to achieve compliance.
3. Developing a Grievance Procedure to outline the process of providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by Title II.

We were able to accomplish item 3, and are making some progress on the first two.

Lastly, in December, City Council approved \$25,000 in the 2017 budget for our self-evaluation and transition plan.





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## Memorandum

TO: ADA Compliance Committee

FROM: Melissa Jacobsen, MMC, Deputy City Clerk, ADA  
Coordinator

DATE: January 6, 2017

SUBJECT: Self- Evaluation and Transition Plan

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At the last meeting the Committee raised questions about the estimate for the self-evaluation and transition plan that was provided by the Northwest ADA Center. The email from David Barton addressing those questions is included with this memo for your review.

The Committee also requested a \$25,000 budget amendment to start work on the self-evaluation and transition plan which was approved. The proposed city facilities to begin with were the library, city hall, animal shelter, and the gym at the HERC building, also Hornaday Park and campground and Bishops Beach.

The next step is making a recommendation to City Council on how to proceed with getting a contract in place for the work.

Generally, bids and requests for proposals (RFP) are done through a competitive bidding process. City code provides for some exceptions to the bidding process, two of which could apply in this case; a small procurement below \$25,000 or a procurement of consultant and technical services. (HCC 3.16.060 b. and f.)

Advertising for an RFP would cast a wider net to see what qualified firms are available to do the work and possibly get more for our dollar. However, the RFP process takes time to develop a scope of work and draft the proposal guidelines, time to advertise and receive proposals, and time to review and make recommendation to council so they can award a contract. There is cost involved as well for advertising and possibly legal review based on the type of work that is being completed. Those costs would come out of the \$25,000 we have budgeted. I found a couple of RFP's for this type of work and included a section of one of them for your review.

Because this project could be considered under the exceptions to bidding requirements the committee could recommend working with the Northwest ADA Center. They are already knowledgeable about the legalities of the work that needs to be accomplished, are trained and have assisted many agencies with self-evaluation and transition plans, and as Mr. Barton noted in his email "*the financial way we structure and form this scope of work is open to complete negotiation on what works best for the city/committee objectives, additional labor opportunities, and timeline. We want to be as flexible as possible so your members/city leaders can maximize and control the most efficient and practical use of those ADA dollars.*"

There may be other pro's and con's to each of the options that Committee members have that can be addressed at meeting time.

#### RECOMMENDATIONS:

- Discuss the options of a Request for Proposals or using the exceptions and working directly with Northwest ADA.
- Make a recommendation to City Council on how the Committee wants to proceed.

**Melissa Jacobsen**

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**To:** DAVID A. BARTON  
**Subject:** RE: Homer ADA Surveying Project Estimate

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**From:** DAVID A. BARTON [mailto:dbarton@uw.edu]  
**Sent:** Tuesday, January 03, 2017 12:07 PM  
**To:** Melissa Jacobsen <MJacobsen@ci.homer.ak.us>  
**Subject:** RE: Homer ADA Surveying Project Estimate

Hello Melissa,

Happy New Year!... and thanks for the questions. The whole estimate is based on the most amount of hours it may take for my team to complete the project scope as a whole. The 192 reporting hours that you reference in your question may seem inflated, however it is based on our experience that when doing any formal ADA survey work we have always found the reporting time is just as long if not always longer than the actual scientific measuring and surveying tasks themselves. I have completed numerous ADA checklists and follow-up reports and found this to be true consistently. That estimate is also based on the potential possibility of finding a significant amount of noncompliance issues that may be needing to be documented, referenced, and prioritized properly. We may find this is not the case, thus this reporting time would be much shorter overall.

The other question regarding the financial way we structure and form this scope of work is open to complete negotiation on what works best for the city/committee objectives, additional labor opportunities, and timeline. We want to be as flexible as possible so your members/city leaders can maximize and control the most efficient and practical use of those ADA dollars.

I am covering our regional center's 800# on January 12<sup>th</sup>, but I would be happy to call in briefly to conference with your ADA Committee members if needed to answer their questions directly. Let me know the appropriate time and number to call-in if that is an option and preferred.

Thanks for the questions and consideration again. Hope you had a nice holiday season!

Regards,

David Barton  
Training & Information Specialist | Northwest ADA Center

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**From:** [Melissa Jacobsen](#)  
**Sent:** Wednesday, December 28, 2016 4:32 PM  
**To:** [DAVID A. BARTON](#)  
**Subject:** RE: Homer ADA Surveying Project Estimate

Hi David,

Our ADA compliance committee is meeting again on Thursday, January 12<sup>th</sup>. I would like to report back to them on the questions they had from their last meeting that are listed below.

Thank you, Melissa

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**From:** Melissa Jacobsen  
**Sent:** Wednesday, December 14, 2016 10:22 AM  
**To:** 'DAVID A. BARTON'  
**Subject:** RE: Homer ADA Surveying Project Estimate

Hi David,

The ADA committee had a chance to review the information you provided and had a couple of questions for clarification.

On the first page you have Year 2017-18 , 40 hours for transition plan development and review and noted earlier in the report that a detailed report will be submitted after completion of each survey, then under the estimated project

cost you have 192 hours. Could you clarify what additional reporting the 192 hours of reporting entails? They felt that 192 total hours seemed high.

Also, one of the members asked if would be a time and materials contract, fixed fee, or cost plus fixed fee.

The council approved some funding for the work, but not the total amount so after the first of the year the committee is going to talk about ways to narrow it down and make some recommendations on how to proceed.

If you could get back to me about their questions that would be helpful.

Thank you! Melissa



**AMERICANS WITH DISABILITIES ACT (ADA) SELF-  
EVALUATION AND TRANSITION PLAN, PS-006  
RFP #1590**

**I. REQUEST SUMMARY**

The City of Culver City Public Works Department is soliciting proposals from qualified firms to compile and implement a comprehensive Federal ADA Self-Evaluation and Transition Plan for City buildings, parks, parking lots, streets intersections and Sidewalks. This Request for Proposals (RFP) seeks to secure the most qualified consultant to perform field investigations within the City right of way and of City facilities in order to identify obstacles limiting accessibility, describe methods to improve accessibility and specify a schedule for achieving ADA compliance. The selected consultant shall have relevant experience with all federal accessibility regulations, public agency provided services, programs and activities requirements, shall have experience in preparing accessibility survey and evaluation reports for a Title II entity. It is recommended inspections shall be completed or reviewed by a qualified Certified Access Specialist (CAsp).

**II. INTRODUCTION**

**A. Community Profile**

The City of Culver City (referred hereafter as “The City”) is a charter city incorporated in 1917. The City is governed by a five-member City Council whose members are elected

at large and operates under a Council/City Manager form of government. Culver City is a full-service city located in the western area of Los Angeles County, generally situated north of Los Angeles International Airport, southeast of Santa Monica, south of Beverly Hills and southwest of West Hollywood. The City is approximately five square miles in area with a residential population of approximately 40,000.

Culver City is a full-service city located in the western area of Los Angeles County, generally situated north of Los Angeles International Airport, southeast of Santa Monica, south of Beverly Hills and southwest of West Hollywood. The City is approximately five square miles with a residential population of approximately 40,000. The total adopted budget for FY 2015-16 is approximately \$224 million, of which \$107 million is General Fund.

## **B. Background**

The Americans with Disabilities Act (ADA) became Federal law on January 26, 1992. The fundamental goal of the ADA is to ensure equal access to civic life by people with disabilities.

The Act comprises five titles prohibiting discrimination against disabled persons within the United States. Title II of the ADA required state and local governments to make their programs, services and activities accessible to persons with disabilities. It also established physical access requirements for public facilities (buildings and



sidewalks, etc.). Under Title II of the ADA, the City of Culver City is required to have an ADA Transition Plan which will identify existing obstacles limiting accessibility and describe steps that are to be taken to ensure that facilities within the public right of way are made accessible to all individuals.

**c. General RFP Submittal Information**

The City's designated staff will evaluate proposals received. All proposals will be compared on the basis of understanding the scope of work to be performed, methods and procedures to be used, management, personnel and experience, and consultation and coordination with the City of Culver City. Firms are invited to submit a proposal for services which addresses the required information listed in this Request for Proposal. Proposals shall be signed by an employee or officer authorized to commit the Consultant to a contract with the City of Culver City. All proposals shall remain firm for ninety (90) days following the closing date for the receipt of the qualification submittals.

During the review process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarification from those that submit proposals, or allow corrections of errors or omissions. Any and all changes in the RFP will be made by written addendum, which shall be posted to the City's website. We encourage Proposers to check the RFP Posting site periodically for addendums.

This solicitation in no way obligates the City to award a contract for the services described herein, nor will the City assume any liability for the costs incurred in the preparation and transmittal of proposals in response to this solicitation. There is no expressed or implied obligation for the City to reimburse responding Proposers for any expense incurred in the preparation of proposals in response to this request. All proposals submitted to the City shall become properties of the City and will not be returned. Submission of a proposal indicates the Proposer's acceptance of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the Proposer selected.

The City reserves the right to reject any or all proposals, in whole or part, re-issue the RFP, to waive any informality in any proposal, and to accept the proposal which, in its discretion, is in the best interest of the City. In this regard, the City may consider demonstrated quality of work, responsiveness, professional qualifications, assigned personnel, references, and proposed fees when evaluating.

To be considered proposers must send one color original, one electronic (searchable PDF copy of entire proposal) and three (3) hard copies of their proposal in a sealed envelope with the name of the company submitting the proposal and the title of "ADA Self-Evaluation and Transition Plan" by 3:00 PM (PST), Thursday, February 11, 2016 to:

**City of Culver City City Clerk  
9770 Culver Blvd. Culver City, CA 90232**

Proposal packages received after the deadline will be returned as non-responsive. Faxed or emailed proposals will not be accepted. The City shall not be responsible for proposals delivered to a person/location other than that specified above.

**D. RFP Questions/Requests for Information**

All questions shall be directed to Christopher Evans, Project Manager, in writing via email at [christopher.evans@culvercity.org](mailto:christopher.evans@culvercity.org) by Friday, January 28, 2016. All firms sending questions will receive responses to all questions and any other addenda that may be released by Thursday, February 4, 2016.

**E. Schedule**

The City reserves the right to make changes to the below schedule, but plans to adhere to the implementation of this bid process as follows:

RFP Release Date: Thursday, January 14, 2016

Deadline for Receiving Questions: Thursday, January 28, 2016

Response to Questions Posted: Thursday, February 4, 2016

Proposals Due: Thursday, February 11, 2016 City Council

Approval of Contract: Monday, March 28, 2016

### III. SCOPE OF SERVICES

Following is a proposed scope of services for the development of the City's ADA Self- Evaluation and Transition Plan. Additional actions may be included as the Consultant deems appropriate based upon their experience:

A. The Consultant shall develop the procedures and forms needed to conduct a Self- Evaluation.

B. **Sidewalk & Curb Ramp Survey** - The Consultant shall conduct field investigations of public facilities including a thorough survey of the City's sidewalks, street intersections (curb ramps & crosswalks), pedestrian signals, parking lots and parks.

- The Consultant shall develop a city-wide reference map using GIS for curb ramps including associated database with condition data; ramp type, slope, landing area, warning surface and other compliance information.

- The Consultant shall develop a city-wide reference map using GIS for sidewalks and condition data of sidewalks (uplifts, trip-hazards, cracks, width, repair priority). **See Attachment D for specific tasks associated with the Sidewalk Survey**

c. The Consultant shall determine which City buildings are subject to the requirements of ADA and

shall conduct the necessary investigations of the areas of each building open to public access. Field investigations shall identify physical barriers within the public areas of City buildings and the public right of way that limit accessibility and compare facilities for compliance with the State Title 24 Building Code and the Federal ADA Accessibility Guidelines (ADAAG). A list of City facilities is included as Attachment C.

d. The Consultant shall review and evaluate current City policies, programs, and practices in order to identify issues which may be discriminatory to people with disabilities. The review will include City policy documents that affect the public. The review should evaluate the current level of program accessibility, including eligibility requirements, participation requirements, facilities used, staffing, transportation, communication, grievance procedures and emergency procedures.

e. The Consultant shall develop the comprehensive ADA Self-Evaluation and Transition Plan based upon the results of the barrier assessments, policy review and City staff guidance. The Transition Plan shall include all requisite information necessary to comply with Title II of the ADA for such a plan, including, but not limited to the following:

- Methodology for the self-evaluation of existing barriers to accessibility
- Summary of the findings of the self-evaluation of facilities, policies, programs, and practices
- Recommendations of remedial measures to correct deficiencies and a methodology for the prioritization of barrier remediation
- Cost estimates of remediation measures

- Implementation schedule that includes milestones or measures of achievement for monitoring implementation
- Procedure for periodically reviewing and updating the Transition Plan

f. Project Database – The Consultant shall develop a database for the ADA Transition Plan using City-approved software. The purpose of the database is to facilitate ongoing monitoring and updating of the final comprehensive ADA Transition Plan by City Staff. The database shall correlate all components of the transition plan including but not limited to Compliance and Facility reports, Facility Diagrams, Transition Plans, reference drawings, standard drawings, and photographs. The database shall be the property of the City of Culver City when the ADA Transition Plan compilation is complete

g. The Consultant shall plan to attend at least three meetings with City staff. A kick-off meeting, interim progress meeting and a final completion meetings shall be held at a minimum, in addition to any required site visits and City staff meetings needed for self- evaluation investigations and document research. The Consultant shall also plan to attend and present the ADA Transition Plan to the City Council at a public meeting.

h. The Consultant shall propose and lead a process for interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the self-evaluation process by submitting comments. The process may include surveys, workshops, or other outreach methods as

proposed by the Consultant.

i. Six (6) bound copies of the final ADA Self-Evaluation and Transition Plan executive summary for the City of Culver City shall be provided as well as editable electronic copies in both Microsoft Word and pdf formats. All data files and project maps associated with the field investigations and facility evaluations shall be delivered to City staff.

j. The City seeks to have a final ADA Transition Plan completed six (6) months from issuance of Notice to Proceed. If the Consultant deems this unreasonable based on prior experience, a suitable completion date shall be clearly identified and an explanation given as to why the preferred completion date would be unrealistic.

#### **IV. PROPOSAL REQUIREMENTS**

Proposals shall be organized in a clear and concise manner within a single binder. Four (4) copies of the proposal shall be submitted describing the firm's qualifications and including the following minimum information:

A. Cover letter: An executive summary and statement of understanding containing:

- Name and address of firm.
- Year the firm was established.
- Type of organization of firm (partnership, corporation, etc.).
- Firm's organization structure, its constituent

parts and size variation of employees in the past five years.

- Signature of a representative of the firm who has authority to sign contracts for the firm

B. A description of the firm and a statement of the firm's qualifications for performing the requested consulting services. Indicate any specialized expertise relevant to the project and discuss the firm's in-house abilities and commitment to delivering the project within a timely manner. Provide a narrative of your firm's typical approach to a project as described in the scope of services and describe what considerations should be taken into account to produce a comprehensive final document. Describe your firm's past record on controlling costs, maintaining quality of work and following established schedules.

c. Submit a work plan and a proposed schedule showing tasks and time frames necessary to complete the scope of services by the preferred completion date.

D. A summary of the qualifications/experience of key personnel who will be involved in the project, their roles and responsibilities, length of service with the firm and experience in similar projects. An organization chart of the staff available for the project and full resumes of key personnel should be provided. Availability and involvement of team members holding certification as Certified Access Specialist shall be clearly indicated.

E. Identification of services which would be completed



by your firm's staff and those services typically provided by sub-consultants. Identify sub-consultants proposed to supplement your firm's staff.

f. A description of at least three projects of similar scope or complexity completed by the Consultant within the past five (5) years. Include photographs and a textual description of the firm's specific role in the project. Identify key personnel who participated in each project and describe their roles. Provide the completed cost of each project and the estimated cost prior to contracting. Provide a current reference for each of the projects described.

g. **Cost Proposal** – A complete cost proposal shall be submitted in a separate sealed envelope labeled "Cost Proposal." The proposal shall include an itemized breakdown showing how the proposal was developed, all anticipated tasks, estimated time requirements, and team member hourly rates based on the Consultant's proposed work plan. The cost proposal shall include all services described other than reimbursable expenses.

## v. **EVALUATION PROCESS**

Proposals will be evaluated on the Consultant's ability to provide services that meet the requirements set forth in this RFP. The City reserves the right to make such investigations and request additional information or clarification as it deems necessary to determine the ability of the Consultant to provide services meeting a

satisfactory level of performance in accordance with the City's requirements.

Interviews and presentations by one, several, or all of the Consultants may be requested by evaluators if deemed necessary to fully understand and compare each of the Consultant's capabilities and qualifications. The adequacy, depth, and clarity of the proposal will influence, to a considerable degree, its evaluation.

Proposals will be evaluated on the basis of the following criteria:

- **Firm's relevant experience and references**
- **Experience of proposed staff**
- **Approach to the project**
- **Reasonableness of cost**
- **Efficiency of schedule**

Interviews and presentations by one, several, or all of the Consultant's may be requested by evaluators if deemed necessary to fully understand and compare the Consultant's capabilities and qualifications. The adequacy, depth, and clarity of the proposal will influence, to a considerable degree, its evaluation.

## vi. **LEGAL STATEMENTS**

All proposers must meet the following contractual and legal requirements in order to enter into a contractual agreement with the City:

A. Prohibited Interests

Consultant warrants that it has not employed or retained any company or person, other than a bonafide employee working solely for Consultant, to solicit or secure this contract and that it has not paid or agreed to pay any company or person, other than a bonafide employee working solely for Consultant, any fee, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this contract. For violation of this warranty, the City shall have the right to annul this contract without liability.

Consultant agrees that, for the term of this Contract no member, officer, or employee of the City, or of a local public body during his/her employment for one (1) year thereafter, shall have any interest, direct or indirect, in this contract, or to any benefit arising thereof.

The employment by Consultant of personnel on the City's payroll will not be permitted in the execution of this contract, even though such employment may be outside of the employee's regular working hours or on Saturdays, holidays, or vacation time; further, the employment by the Consultant of personnel who have been on the City's payroll within one (1) year prior to the date of contract award, where such employment is caused by and/or dependent upon Consultant securing this or related contract with the City, is also prohibited.

Consultant warrants that it is under no obligation to any

other entity that in any way conflicts with this Project and that it is free to enter into a contractual agreement with the City. Consultant further warrants that it will not during the duration of the Project provide services to any entity that may in any way conflict with this Project. If Consultant has any questions or concerns regarding whether a prior or perspective engagement poses a conflict with this Project, they will bring it to the City's attention immediately.

**B. Anti-Lobbying Provision**

During the period between proposal submission date and the contract award, proposers, including their agents and representatives, shall not directly discuss or promote their proposal with any member of the City of Culver City City Council or City staff except in the course of City-Sponsored inquiries, briefings, interviews, or presentations, unless requested by the City.

This provision is not meant to preclude proposers from discussing other matters with City Council members or City staff. This policy is intended to create a level playing field for all potential proposers, assure that contract decisions are made in public, and to protect the integrity of the RFP process. Violation of this provision may result in rejection of the proposer's proposal.

**c. Non-Discrimination Requirements**

In addition to any other obligations set forth in the specifications, the Consultant shall not discriminate

against any employee or applicant for employment because of sex, age, physical handicap, race, color, religion, ancestry, or national origin. Consultant shall take affirmative action to ensure that employees are treated during employment without regard to their age, sex, physical handicap, race, color, religion, ancestry, or national origin. Such affirmative action shall include, but not be limited to, the advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Consultant shall post in a conspicuous place available to all employees and applicants for employment notices setting forth the provisions of this fair employment practices paragraph.

D. Compliance with Law

The Consultant shall familiarize itself with and perform the service required under this contract in conformity with requirements and standards of the City, municipal and public agencies, public and private utilities, special districts, and railroad agencies whose facilities and services may be affected by service under this contract. The Consultant shall also comply with all Federal, OSHA, state, and local laws and ordinances applicable to any of the service involved in this Contract. The Consultant shall indemnify and save harmless the City against any claim arising from the violation of any such laws, ordinances and regulations whether by the Consultant or his employees.

E. Protection of Resident Workers

Protection of Resident Workers: The City of Culver City actively supports the Immigration and Nationality Act (INA) which includes provisions addressing employment eligibility, employment verification, and nondiscrimination. Under the INA, employers may hire only persons who may legally work in the United States (i.e., citizens and nationals of the U.S.) and aliens authorized to work in the U.S. The employer must verify the identity and employment eligibility of anyone to be hired, which includes completing the Employment Eligibility Verification Form (I-9). The Consultant shall establish appropriate procedures and controls so no services or products under the Contract Documents will be performed or manufactured by any worker who is not legally eligible to perform such services or employment.

F. Indemnification

For purposes of the following indemnification provisions ("Indemnification Agreement"), "design professional" has the same meaning as set forth in California Civil Code section

2782.8. If any term, provision or application of this Indemnification Agreement is found to be invalid, in violation of public policy or unenforceable to any extent, such finding shall not invalidate any other term or provision of this Indemnification Agreement and such other terms and provisions shall continue in full force and effect. If there is any conflict between the terms, provisions or application of this Indemnification Agreement and the

provisions of California Civil Code Sections 2782 or 2782.8, the broadest indemnity protection for City under this Indemnity Agreement that is permitted by law shall be provided by Consultant.

Indemnification for Design Professional Services Claims:

Consultant shall indemnify, defend and hold harmless the City of Culver City, members of its City Council, its boards and commissions, officers, agents, and employees (hereinafter, "Indemnitees") against any claims that arise out of, or pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, its employees, subcontractors, and agents in the performance of design professional services under this Agreement, excepting only liability arising from the sole negligence, active negligence or willful misconduct of City, or defect in a design furnished by City.

g. Insurance Requirements

In order to enter into a contractual agreement with the City, all bidders must meet the insurance requirements set forth in Attachment A of the City's Standard Form Contract, which is included as Attachment B to this RFP.

h. City Standard Form Contract

Consultants responding to this RFP shall be prepared to enter into the City's Standard Form Contract included as Attachment B to this RFP. Consultants shall include a

statement in their proposal indicating they will be able to enter into the Standard Form Contract.





## City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

Office of the City Clerk

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## Memorandum

TO: ADA Compliance Committee

FROM: Melissa Jacobsen, MMC, Deputy City Clerk, ADA  
Coordinator

DATE: January 6, 2017

SUBJECT: Election of Chair and Vice Chair

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With the resignation of Committee Chair Rick Malley at the end of last year, Vice Chair Linda Munns stepped in as Acting Chair.

If Linda agrees to continue on as Chair, then the Committee needs to select a Vice Chair. If she prefers to continue as Vice Chair, then a Chair should be selected.

The responsibilities of the Chair and Vice Chair are as follows:

- The duty of the Chair is to preside at all meetings, facilitate orderly and relevant discussion of agenda items brought before the Committee, and report the recommendations to City Council.
- The duty of the Vice Chair is to fill the role of the Chair in his or her absence.





## INTRODUCTION

The application process begins when you submit a completed Special Event Application to the City of Homer. Keep in mind that the acceptance of your application should in no way be construed as final approval or confirmation of your request.

Copies of the application will be reviewed by all affected City departments. You will be notified if your event requires any additional information, certificates, or fees.

It is our goal to assist event organizers in planning safe and successful events by minimizing impact on public safety and welfare.

On behalf of the City of Homer we thank you for contributing to the spirit and vitality of our community through the staging of your event.

Best wishes for a successful event!

## Applicant and Sponsoring Organization Information

Applicant Name		
Street Address		
City, State, ZIP Code		
Day Phone		
Fax Phone		
E-Mail Address		
Sponsoring Organization		
On-site Event Contact Person		Cell Number:
Sponsor Entity: <input type="checkbox"/> Corp <input type="checkbox"/> LLC <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Non-Profit <input type="checkbox"/> Other: _____		
In what state is the entity organized?		<i>*Attach proof that entity is in good standing in the state in which it is organized and</i>
Principal Officer Name		Title:
Principal Officer Name		Title:
Principal Officer Name		Title:
Tax Exempt No:		<i>*Attach certification of current tax</i>
Does the sponsoring organization maintain any of the following insurance coverages? Comprehensive Commercial Liability <input type="checkbox"/> Yes <input type="checkbox"/> No   If yes, coverage amount: _____ Comprehensive Automobile Liability <input type="checkbox"/> Yes <input type="checkbox"/> No   If yes, coverage amount: _____ Worker's Compensation Insurance <input type="checkbox"/> Yes <input type="checkbox"/> No		

### Event Information

Type of Event (Check all that apply):

- Festival/Fair  
  Tournament  
  Parade/March  
  Concert/Performance  
 Private Party/Block Party  
 Run/Walk  
  Carnival  
  Filming  
  Outdoor Market

Other (specify):

Event Title			
Event Date(s)			
Event Location			
Event Hours	Start:		
Set-up	Date:	Time:	
Break Down	Date:	Time:	
Anticipated Per	Participants:	Spectators:	

### Overall Event Description

Briefly explain event and activities:

### Venue/Route Information

Parade/Walk/Run Route:

Assembly Area:

Disbanding area:

Reviewing Stand

Number of anticipated

Does the event require a street closure?  Yes  No

Names of Street(s) to be closed:

Between

and

Between

and

Time of Street Closure

Start:

End:

### Event Details

Is the event free to the public?  Yes  No Admission Cost: \_\_\_\_\_

Does your event involve the sale or consumption of alcoholic beverages?  Yes  No

If yes, please describe:

Will items or services be sold at the event?  Yes  No

If yes, tables or sales/service counter must not exceed a height of 36 inches or an alternate table must be provided. Please describe:

Will Vendors be cooking or heating food?  Yes  No

If yes, please describe:

Will event have amplified sound?  Yes  No

If yes, please describe:

Will there be any fenced areas?  Yes  No

If yes, please describe:

Will there be construction of stages, platforms, bleachers or other temporary structures?  Yes  No

If yes, please describe (including dimensions):

Will tents or canopies be used?  Yes  No

If yes, number of tents/awnings: \_\_\_\_\_ Size of tents/awnings: \_\_\_\_\_

Does the event include the use of fireworks?  Yes  No

If yes, please describe:

Does the event include the use of open flames (i.e. bonfires)?  Yes  No

If yes, please describe:

Does the event include rides, inflatables, animals, climbing walls, or similar devices?

Yes  No

If yes, please describe:

Is there an ADA accessible route to each event activity? Information can be found in the attached Special Event ADA Compliance Policy.  Yes  No

If yes, please describe:

If no, please explain:

Is seating provided?  Yes  No

If yes, ADA Accessible with Companion Seating must be available with a view of the event that is equal to or better than the average view and be identified with signage.

Will generators or other electrical equipment be utilized at the event?  Yes  No

If yes, please describe:

If the event sets up barriers such as fencing, hoses, cords, or other items in pedestrian pathways including sidewalks, crosswalks, and other pathways through an event, the barriers must be ramped or an "Accessible Route" sign must indicate the direction of an alternate accessible route.

Please describe how this will be accommodated:

Do you plan on utilizing volunteers? If yes, in what capacity?

### Traffic Control

Will parking be provided for this event?  Yes  No

If not, a Passenger Load Zone, or Drop Off Zone is required and must be identified by a sign.



Please describe your plans for traffic control and parking for this event:

Will you be providing traffic safety equipment at your event?  Yes  No

Number of barricades: \_\_\_\_\_ Number of traffic cones: \_\_\_\_\_ Number of directional signage: \_\_\_\_\_

If no, please explain:

### Sanitation

Will you be providing trash receptacles at your event?  Yes  No

If yes, number of trash cans: \_\_\_\_\_ Number of dumpsters: \_\_\_\_\_

If no, please explain:

Will you be providing portable rest room facilities at your event?  Yes  No

If yes, number of portable restrooms: \_\_\_\_\_

If yes, number of ADA portable restrooms accessible from pavement (5% at least 1 in 20) :

If no, please explain:

### Public Health

Please describe your first aid/medical plan for this event:

### Safety/Security

Please describe your security plan for crowd control and safety:

Have you hired a Security firm to handle security arrangements for this event?  Yes

No

If yes:

Company Name:

Phone Number:

Number of Guards:

Contact info for day of event:

### Event Promotion

Please describe marketing and promotional effort for the event:

Please note that the following ADA Accommodation Notice must be included on all printed materials for the event including programs, flyers, and websites: “For an ADA accommodation contact [insert name] at [insert phone]”

### Rules and Regulations

- Special event permit applications shall be made no less than 120 days prior to the requested event date.
- The permit is not transferable. Only areas specifically designated in the permit are to be used.
- The Onsite Contact Person must be available onsite for the entire duration of the event.
- You must receive approval for your event before you promote market or advertise your event. Conditional approval will be made after the event organizer submits the application and it is initially screened. Acceptance of your Special Event Application by the City is not a guarantee of the date, location or an automatic approval of your event.
- Special Events on public property that are open to the public are required by the Americans with Disabilities Act (ADA) to be accessible to people with disabilities. For questions or to request these instructions in an alternate format, please contact the City of Homer ADA Coordinator Melissa Jacobsen at 907-435-3107 or [mjacobson@ci.homer.ak.us](mailto:mjacobsen@ci.homer.ak.us) The Special Event ADA Compliance Policy is an attachment to this permit application.
- A site plan/route map of your event **must** be included with your application and should be in an 8 ½” x 11” or 8 ½” x 14” format. The site plan/route map should

identify all streets and areas that are part of the venue and surrounding area as well as the location/dimensions of stages, platforms, canopies, bleachers, platforms, beer gardens, cooking areas, vendor booths, portable toilets, trash containers, dumpsters, generators, exit locations, registration areas, fencing, barriers, first aid facilities, etc. If the event involves a moving route of any kind, indicate the direction of travel and any street closures.

- In accordance with Homer City Code 19.02.040 and 19.02.080, the City Manager may approve a permit application subject to certain conditions or stipulations regarding the time, place or manner of the special event and/or insurance requirements.
- All debris and trash must be removed from an event site immediately after the event. Failure to do so may require the City to utilize City services. All expenses will be the responsibility of the event applicant.
- Granting of a Special Event Permit by the City of Homer does not exempt the special event or its sponsor(s) from obtaining any business licenses or other permits which may be required by any federal, state or local statutes, ordinances, rules or regulations or from complying with any federal, state or local statutes, ordinances, rules or regulations.
- In some cases, the hiring of officers from the City of Homer Police Department, a professional security company, or a combination of both may be required by the City of Homer in order to obtain a Special Event Permit. The Homer Police Department determines the need, number, and type of security personnel based on expected attendance, location of the event, the presence of alcohol, history of the event, nature of the event, street closures, and the amount of advertising used for an event.
- The Fire Department must review and approve the following: your plans for first aid and/or emergency medical services; your route for emergency vehicle access; parade floats; use of an open flame; use of fireworks or pyrotechnics; handling of vehicle fuel; cooking facilities; the location of power sources; the availability and location of on-site fire suppression equipment; the occupancy and spacing of tables or enclosures; and the use of tents, canopies or any fabric shelters. The Fire Department may require an inspection at your cost before and/or during the event.
- If the City Manager determines additional city services may be required for your event, you will be notified with an estimate of the cost of such additional

support services as well as deposit or bond requirements to meet such costs. The applicant(s) shall assume and reimburse the City for any and all costs and expenses determined by the City to be unusual or extraordinary, and related to the event for which the permit is sought, including but not limited to:

- The cost of providing, erecting, and moving barricades and/or signs;
- The cost of providing and moving garbage or waste receptacles;
- The cost of city personnel required by the city to work overtime hours.

**Indemnity**

The undersigned Applicant/Sponsor of this special event agrees to indemnify, defend and hold harmless the City of Homer, and its officers, employees and agents from any and all actions, claims, damages, losses and liability arising out of or alleged to arise out of the special event which was proximately caused by the Applicant/Sponsor, its officers, employees, agents, or any other person attending or joining in the special event who was, or reasonably should have been under the Applicant/Sponsor's control.

Signature of Applicant

Date

Signature of Witness

Date

Be sure to attach:

- ✓ Proof that the sponsoring organization is in good standing with its organizing state and qualified to conduct activity in the state of Alaska
- ✓ A site plan/route map of the event
- ✓ Certification of current tax exempt status (if applicable)

Please submit your completed application and the application fee (made payable to City of Homer) to:

City of Homer  
Attn: City Manager  
491 East Pioneer Ave  
Homer, Alaska 99603  
Email: [citymanager@ci.homer.ak.us](mailto:citymanager@ci.homer.ak.us)  
Phone:(907) 235-8121 ext. 2222  
Facsimile: (907) 235-3148



## Special Event ADA Compliance Policy

Special events on public property that are open to the public are required by the Americans with Disabilities Act (ADA) to be accessible to people with disabilities. For questions or to request these instructions in an alternate format, please contact the ADA Coordinator.

Melissa Jacobsen  
ADA Coordinator/  
Deputy City Clerk  
491 E. Pioneer Ave.

Phone: (907) 435-3107  
[mjacobson@ci.homer.ak.us](mailto:mjacobsen@ci.homer.ak.us)  
Fax: (907) 235-3143

1. You are required to provide reasonable accommodations to people with disabilities. The following **“ADA Accommodation Notice”** must be included on all print material for the event including programs, flyers, and websites: **“For an ADA accommodation contact [insert name] at [insert phone].”**
2. If parking is not provided, a **“Passenger Loading Zone”** (aka “Drop Off Zone”) is required, identified by a sign. (You may make your own signs.)
3. If the event sets up barriers such as **fencing, hoses, cords, or other items** in pedestrian paths including sidewalks, crosswalks, and pathways through the event, the barriers must either be ramped on an “Accessible Route” sign must indicate the direction of an alternate accessible route.
4. There must be an **“Accessible Route”** to each of your event activities with the following features:
  - a) No Steps. Elevation changes greater than ¼ inch vertical or ½ inch beveled must be ramped.

- b) Adequate width. Sidewalks and routes to public buildings must be at least 48 inches wide; routes within the event must be at least 36 inches wide.
- c) No protrusions/overhangs/lines/ect up to a height of 80 inches.
- d) Activities should be oriented near paved areas as much as possible.
- e) Inaccessible routes such as stairs must have signage indicated the direction of the “Accessible Route.”

If tables or **sales/service counters** are used, they are not to exceed a height of 36 inches or an alternate table must be provided.

If **seating** is provided, “Accessible Seating” with “Companion Seating” must be available with a view of the event that is equal to or better than the average view, and identified with signage.

If **portable toilets** are provided, 5%(at least 1 in 20) of the toilets in EACH location/group of toilets must be ADA portable toilets accessible from pavement.





## Voluntary Action Plan for Accessible Websites

[www.ada.gov/websites2.htm](http://www.ada.gov/websites2.htm)

- **Establish a policy that your web pages will be accessible** and create a process for implementation.
- **Ensure that all new and modified web pages and content are accessible:**
  - Check the HTML of all new web pages. Make sure that accessible elements are used, including tags, long descriptions, and captions, as needed.
  - If images are used, including photos, graphics, scanned images, or image maps, make sure to include alt tags and/or long descriptions for each.
  - If you use online forms and tables, make those elements accessible.
  - When posting documents on the website, always provide them in HTML or a text-based format (even if you are providing them in another format, such as Portable Document Format (PDF)).
- **Develop a plan for making your existing web content more accessible.** Describe your plan on an accessible web page. Encourage input on improvements, including which pages should be given high priority for change. Let citizens know about the standards or guidelines that are being used. Consider making more popular web pages a priority.
- **Ensure that in-house staff and contractors responsible for web page and content development are properly trained.**
- **Provide a way for visitors to request accessible information or services by posting a telephone number or email address on your home page.** Establish procedures to assure a quick response to users with disabilities who are trying to obtain information or services in this way.
- **Periodically enlist disability groups to test your pages for ease of use;** use this information to increase accessibility.



# City of Homer Community Recreation Schedule: *Week of January 9-16*

**Monday, January 9**

6:00-7AM Morning Basketball  
 6-7:30AM Weight Room  
 1-3:15PM Pickle Ball Singles  
 3:30-5PM Intro to Wrestling  
 3:30-4:45PM Youth Soccer (4<sup>th</sup>-7<sup>th</sup> grades)  
 5-8PM Pickle Ball  
 5:30-9:45PM Adult Basketball League  
 5:30-8PM Weight Room  
 5:30-6:30PM Zumba  
 6:30-8PM Weight Loss Group

HMS Gym  
 HHS Weight Room  
 HERC Gym  
 WHE Gym  
 HERC Gym  
 HERC Gym  
 HMS Gym  
 HHS Green Room  
 HHS Green Room  
 HHS B103

**Tuesday, January 10**

6-7:30AM Weight Room  
 1-3PM Pickle Ball Drills  
 5:30-8PM Weight Room  
 6-8PM Pickle Ball  
 6-8PM Climbing  
 7:30-9:30PM Pick up Volleyball  
 8-10PM Pick Up Basketball

HHS Weight Room  
 HERC Gym  
 HHS Weight Room  
 HERC Gym  
 HHS Climbing Wall  
 HMS Gym  
 HHS Gym

**Wednesday, January 11**

6:00-7AM Morning Basketball  
 6-7:30AM Weight Room  
 3:30-5PM Intro to Wrestling  
 3:30-4:45PM Youth Soccer (4<sup>th</sup>-7<sup>th</sup> grades)  
 5-8PM Pickle Ball  
 5:30-8PM Weight Room  
 5:30-6:30PM Zumba  
 7-9PM Women's Basketball  
 8-10PM Indoor Soccer

HHS Gym  
 HHS Weight Room  
 WHE Gym  
 HERC Gym  
 HERC Gym  
 HHS Weight Room  
 HHS Green Room  
 HMS Gym  
 HHS Gym

**Thursday, January 12**

6-7:30AM Weight Room  
 5:30-8PM Weight Room  
 6-8PM Pickle Ball  
 7:30-9:30PM Pick up Volleyball  
 8-10PM Pick Up Basketball

HHS Weight Room  
 HHS Weight Room  
 HERC Gym  
 HMS Gym  
 HHS Gym

**Friday, January 13**

6:00-7AM Morning Basketball  
 3:30-4:45PM Youth Soccer (4<sup>th</sup>-7<sup>th</sup> grades)  
 5-8PM Pickle Ball  
 6-8PM Indoor Soccer

HMS Gym  
 HERC Gym  
 HERC Gym  
 Cancelled

**Saturday, January 14**

11AM-1PM ZUMBA  
 1:30-4:30PM Pickle Ball

HERC Gym  
 HERC Gym

*Schedule is subjected to change with limited notice.*

**Sunday, January 15**

10AM-1PM Pickle Ball  
 3:30-6PM Volleyball League  
 6:30-8:30PM Indoor Pick Up Soccer

HERC Gym  
 HHS Gym  
 HHS Gym

**Monday, January 16**

6:00-7AM Morning Basketball  
 1-3:15PM Pickle Ball Singles Practice  
 3:30-5PM Intro to Wrestling  
 3:30-4:45PM Youth Indoor Soccer (4<sup>th</sup>-7<sup>th</sup> grade)  
 5-8PM Pickle Ball  
 5:30-8PM Zumba  
 5:30-8PM Weight Room  
 5:30-10PM Adult Basketball League

HHS Gym  
 HERC Gym  
 Cancelled  
 HERC Gym  
 HERC Gym  
 HHS Green Room  
 HHS Weight Room  
 HHS Gym (HMS Closed)

