

LCM ARCHITECTS, LLC

INDEPENDENT LICENSED ARCHITECT (ILA)

OVERVIEW

Vendor Information	
Organization Name:	LCM Architects, LLC
Contact Person:	Douglas Anderson
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Contract Term:

2022 - 2024

Contract Amount:

\$750,000

Project/Program/Work Narrative: (Two to three paragraphs of what agreement is for)

Contractor will serve as the City's designated Independent Licensed Architect (ILA) as identified in the Project Civic Access Settlement Agreement and Supplemental Settlement Agreement with the U.S. Department of Justice. As the ILA, the contractor will complete inspections, submit written reports, certifications, and findings, to include photographs, measurements, and architectural plans, as directed by the City. The ILA will report directly to the Division of Disability Rights and assist with coordination of services with other agencies upon the direction of the Division of Disability Rights.

Payment Schedule:

Contractor will submit a monthly invoice no later than the 15th day of the following month.

(Note: All 2021 fees must be billed no later than January 20, 2022)

Location of Services

Physical Address: All City and County of Denver facilities

Neighborhood(s) Served (See map: <https://www.denvergov.org/maps/map/neighborhoods>):

Council District Served (See map: <https://www.denvergov.org/maps/map/councildistricts>):

OR

Check if Citywide ☒

Program Description: (Narrative mission, vision, history, description of what the funds aim to achieve)

Contractor shall conduct field investigations of parks, recreational facilities, general office buildings, and associated vehicular or pedestrian areas, and prepare detailed reports of the Contractor's findings. The City will utilize these reports to prioritize and plan for future work to improve ADA access at each site. The goals are to identify barriers to accessibility of the programs and services provided within City and County of Denver parks and facilities and develop a prioritized program for future remediation efforts. Contractor will provide required reporting in tandem with barrier modifications for the City and County of Denver. Upon request, Contractor will also review and provide input related to current programs and services (i.e. recreation, voting, libraries).

Program Services: (Program specifics (be detailed here. Include target population, location and demographic service area, detailed schedule)

Program Goals/Outcomes: (Please detail your evaluation plan)

The Contractor shall provide services pertaining to the City's overall compliance with the Americans with Disabilities Act (ADA) and perform the following services:

1. Submit a monthly invoice no later than the 15th day of the following month.

2. Serve as the Independent Licensed Architect (ILA) to complete inspections, submit written reports, certifications, and findings, to include photographs, measurements, and architectural plans, as directed by the City.
3. Be knowledgeable about the architectural accessibility requirements of the ADA.
4. Be available to respond to questions originating from the U.S. Department of Justice. Contractor may be asked to respond directly to the U.S. Department of Justice. Contractor will notify Director of the Denver Division of Disability Rights (DDDR) when such instances occur to ensure adequate funding remains available for the allotted time.
5. Conduct partial facility surveys, inspections of alterations, additions or modifications related to barrier-removal projects at individual facilities.
6. Provide required reporting as directed by the City and County of Denver to federal agencies upon request.
7. Certify alterations, additions, or modifications as the City and County of Denver's designated ILA.
8. Review and make recommendations for barrier removal findings with evidence of alternate options to the U.S. Department of Justice on behalf of the City and County of Denver.
9. Conduct prioritization, scheduling, and tracking efforts with input from DDDR and designated personnel and entities.
10. Provide trainings related to ADA standards as requested to designated personnel.
11. Become familiarized with all City owned locations and barriers previously identified in Phase I and Phase II data collection. During this process, work with DDDR to identify and provide updated or missing survey information (if any) for facilities or areas that should be included or removed from final data and reports submitted to federal agencies.
12. Avail itself as needed upon request to ensure the City has a concise and thorough Self-Evaluation and Transition Plan. This Transition Plan shall be the plan of record acknowledging barriers to people with disabilities as well as provide a scheduled plan to eliminate the barriers.
13. Assist DDDR staff with the program accessibility analysis and identifying potential areas of cost savings that align with compliance with the 2010 ADA standards.
14. Avail itself as needed upon request to provide evaluation to address structural and programmatic barrier removal for all identified City entities as they relate to compliance with the ADA.
15. Avail itself as needed upon request to coordinate services with the DDDR and other designated agencies such as: Arts & Venues, General Services, Libraries, Safety (includes Fire, Sheriff & Police), and Parks & Recreation for the development, implementation, completion, and verification of the Transition Plan.
16. Other duties as assigned

Budget/Budget Narrative:

Program Budget/Budget Narrative: (Please use the table below or copy and paste your budget into this section.)

\$250,000 per year (capital budget)

Contract Requirements – General (Depends on your program requirements, please list expectations.)

EXPECTED DELIVERABLES

1. Submit a monthly invoice no later than the 15th day of the following month.
2. Produce a narrative to accompany the monthly invoice that provides a brief explanation of work performed as a supplement to the invoice spreadsheet, upcoming deadlines, and any areas needing clarification or assistance from DDDR.
3. Contractor shall make recommendations regarding schedules, timeframes, procedural matters, and interpretation of ADA specification in the field with various departmental project managers.
4. Contractor shall provide ILA reports to the City as directed. As directed by the City, full reports will include, but may not be limited to photographs showing measurements, architectural plans, certifications and findings from the designated ILA. Smaller data reports will also be provided as requested and may vary depending upon need. All reports shall contain the information, and be in the format, designated by the City.
5. Provide ongoing guidance and information as it pertains to previously developed documents provided to the City related to barrier removal. Frequency may vary depending on the issue.
6. Participate, as requested by DDDR staff, in the collaboration of various stakeholders such as, but not limited to: City Attorney's Office, DDDR, Arts & Venues, General Services, Libraries, Safety (includes Fire, Sheriff & Police), and Parks & Recreation to realize outcomes.
7. Provide monitoring and tracking tools through Microsoft Excel Online, Word, etc. that do not require additional licensing fees. These tools will allow City staff to manage current accessibility issues, update the deficiency status of all projects, and generate reports identifying the progress for completing items identified in the ADA Compliance Transition Plan.
8. Produce an executive summary which includes an overview of the process and standards used in the data collection, the analysis effort, a summary of findings and recommendations, as well as an assessment of the risk, and therefore potential liability of policies, procedures, programs, and services which are not compliant with the ADA.
9. Upon request, will provide analyses of programs offered by the City and County of Denver prioritizing the facilities based on the existing level of accessibility of each facility and the ease/cost of alterations required for compliance.
10. Upon request, will work with DDDR staff and other designated City staff to develop and implement its Transition Plan, the plan shall identify potential physical and programmatic barriers, which may limit access to City programs and services.
11. Upon request, will update the City's Transition Plan consisting of proposed updates to programs, services, and activities, provided by the City and County of Denver.

COMPLIANCE MANAGEMENT

1. Collect, manage, and report on the data barrier modifications.
2. Will work with DDDR staff to ensure data management system is accurate and current.
3. All reports and databases will be the sole property of the City and County of Denver.

Contract Requirements – Agency for Human Rights & Community Partnerships

- Organization staff may be required to meet with an Agency for Human Rights & Community Partnerships representative to debrief, share lessons learned about the contract/grant process, programming impact, etc.
- All modifications to the services and/or budget that exceeds 5% in change or more to any line item must be preapproved in writing by the Agency for Human Rights & Community Partnerships.