

Title	Parks & Facilities	02/18/2022
	by Kelly OBrien in Member District ADA Project Request	id. 22633909
	696 W Stearns Road Bartlett, Illinois 60103 United States 630-540-4800 kobrien@bartlettparks.org	

Original Submission 02/18/2022

Name	Kelly O'Brien
Job Title	Superintendent of Parks & Planning
E-mail Address	kobrien@bartlettparks.org
Phone Number	630-540-4805
Park District	Bartlett
Project Location	Parks & Facilities
Project Status	New
Project Type	Communications
Communications- select a Project Category below:	Transition Plans Engineers- Consultants
Benefits of the Project	In 2008, the Park District conducted an accessibility audit through Recreation Accessibility Consultants which included all facilities and parks with playgrounds. Since then a variety of things have changed since the last accessibility audit was performed. The Park District acquired Villa Olivia, renovations of facilities including Schrade Gym and Bartlett Aquatic Center along with several new playgrounds have been built. Due to these factors the Park District feels the best way to ensure the District complies with all applicable accessibility laws to re-audit all District sites and facilities and create a updated transition plan.
Items that will become ADA Compliant	The Park District has hired W-T Engineering to audit all of our facilities and park sites with playgrounds or athletic fields. They will create a transition plan for every area that will list any deficit that is found and provide a retro fit recommendation to bring the deficit up to code.



The project is designed or constructed, or applies human resources, to comply with:

Agency's ADA Transition Plan

Upload Project Related Files, Photos, Videos or Audio

[ADA_Audit_Transition_Plan-Proposal.pdf](#)

Budget Table for ADA Related Expenses

[Budget Table.xlsx](#)

ADA Dollars Requested **45821.0**

Notes related to requested amount **Request total amount of services (100%)- \$45,821.00**

28
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Engineering • Design • Consulting



December 8, 2021

Eric Leninger
Superintendent of Business Services
Bartlett Park District
T. C. White Administration Building
696 W. Stearns Road
Bartlett, IL 60103-4504

Re: ADA Transition Plan Proposal - Revised

Dear Eric:

Thanks for the call regarding an update to our 2008 and 2010 work for the Park District. This revised proposal reflects the addition of renovations at the Bartlett Aquatics Center and ten other parks, as well as slight reductions at two other sites. It does of course include the Villa Olivia site acquired by the District after our earlier work.

Our access audits would then be followed by a Transition Plan that will meet the title II 35.150(d) requirements, as well as including cost references for planning purposes.

CONSIDERATIONS

As you and I briefly discussed, the District should consider several factors in deciding what sites should be re-evaluated. Those are:

- The original (and unchanged) title II regulation requirement is that every existing site must be evaluated for compliance with federal and state requirements, whichever is more stringent.
- The federal 2010 Standards for Accessible Design are unchanged since our 2008 and 2010 deliverables, as we knew what the content would be and applied it before it was a Standard.
- In late 2018 the Illinois Accessibility Code (IAC) changed dramatically, in some instances reducing access requirements (parking spaces and service counter height, as examples) and in several other areas *broadening* (in comparison to the federal Standards) what is covered (trails and picnic areas, to name just two).
- CAPRA and the Distinguished Agency program requires, for national parks and recreation agency accreditation, a fresh transition plan every ten years.
- The District has had some turnover in the staff since 2008 and 2010. That makes it hard to peg with accuracy any retrofits completed since 2008 and 2010.



OPTIONS AND RECOMMENDATION

I considered two options, each described below. In the end I am recommending a full access audit of all sites, with a transition plan, because of the factors above.

Option 1: Selected Sites Audit: In this option, we would work with you to identify ten to twenty sites that have had work in the last decade. For those where work has occurred, we would audit them and then share with you the pass/fail rate for the work that has been done. This would give you an idea of how reliable the retrofits are. The re-audit would capture the IAC changes, and plan review would assure that the next step to be taken would be a compliant step.

The chief advantage here is that it is less costly than an audit of all sites. The chief disadvantage here is that the District has many other sites, and we will not have seen them this time around. Another disadvantage is that this approach will not satisfy

Option 2: Re-Audit All Sites and Prepare a Transition Plan: In this option, we conduct access audits of all parks and facilities. This is consistent with the program access test in the ADA. Our Transition Plan would spread the retrofit work over a ten to 12-year period of time, and would also include community engagement activities to identify any access preferences and priorities of Bartlett Park District residents.

There are many advantages here. Our new audit process is much more efficient. The new audits would fully incorporate the new IAC requirements. The Transition Plan would also include cost references for planning purposes. Lastly, if this occurs in 2021, it sets the District up when it pursues CAPRA accreditation. It costs more than a piecemeal approach, but I think the deliverable is much more useful by staff going forward.

OUR FIRM AND OUR QUALIFICATIONS

We are unusually qualified for work like that needed by the Park District.

W-T Engineering, Inc., an Illinois professional consulting firm, formed in 1971. WT has for decades provided land survey, civil engineering, MEP, structural engineering, architecture, aquatics engineering, telecomm services, and construction. In 2008, we recognized the need for clear, proactive, and authoritative consulting for park districts regarding the Americans with Disabilities Act (ADA). Our accessibility practice started as a Limited Liability Company in Illinois. Our name matched our career experience, and we were known as Recreation Accessibility Consultants, LLC. It was under this name that we completed the Bartlett Park District project in 2008 and 2010.

We did business successfully for eight years, from 2008 to December 31, 2016. During that time, our partner was W-T Engineering. Effective January 1, 2017, we reorganized, and today we are the Accessibility Practice of The WT Group, LLC (WTG). The same accessibility principals, with unmatched accessibility and park district experience, remain in charge. The work proposed here involves only our Accessibility Practice.

WTG is owned by 14 persons, all leaders in engineering, accessibility, aquatics design, or land surveying. Each leads or is a principal in one of the WT Practice Areas. Our Chief Executive Officer is Troy Triphahn, and he works closely with our Accessibility



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Practice leadership. We believe in the valuable work provided by park districts, and have supported park districts throughout our history.

In our accessibility work, we focus our services on compliance with title II requirements. We were formed for exactly the type of work contemplated by the District. There is not a single title II requirement we have not helped a park district address. Those include:

- Conducting 35.105 access audit of policies, programs, sites, and facilities (more than 450 times) for a park district or other title II entity
- Assisting a park district prepare welcoming language for the 35.106 requirements
- Drafting a job description for the ADA Coordinator to meet 35.107 requirements
- Drafting an internal complaint process for a park district to meet 35.107 requirements
- Recommending new policies for a park district that meet the 35.130 mandates
- Applying the 35.150 program access test to park district programs and sites
- Planning and facilitating public feedback opportunities in the development of a transition plan for a park district, per 35.150(d)
- Preparing a phased retrofit plan for a park district, with clear rationale for retrofit priorities and recommendations, for the several “grey areas”, per 35.150(d)
- Preparing plan review reports for new design and construction
- Conducting punch list walkthroughs and preparing reports regarding same
- Providing staff training regarding policies, enforcement, programs, and facilities
- Auditing park district communications and recommending revisions as needed
- Assisting park districts in resolving access or inclusion disputes
- Assisting park districts as they comply with federal district court settlements, US DOJ settlements, US DOI settlements, or state access enforcement authorities
- Providing our staff to analyze requests for reasonable modifications submitted to park districts and recommending a course of action regarding the request
- Identifying and evaluating the effectiveness of commercial “accessible” products
- Serving as experts for park districts sued under the ADA

In 2009, the US DOJ wanted ADA enforcement teams to learn more about how parks and recreation agencies implement title II. They turned to us, and I ***conducted a three-hour training for enforcement staffs at US DOJ headquarters in Washington, D.C.***

We know accessibility, both as a consultant and as an implementer of title II.
Leading this project will be John McGovern, an attorney with career experience in local



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government, and Shelley Zuniga, a Certified ADA Coordinator and a Certified Access Specialist (CASP), also with career experience in local government. Zuniga is also a Certified Therapeutic Recreation Specialist. Both McGovern and Zuniga know access requirements well. Other WTG staff, each with exceptional backgrounds, will be involved in this project. Since we started in 2008, we have drafted more than 1,000,000 retrofit recommendations. We are well suited for this task.

We are recognized nationwide for our superior service. The National Recreation and Park Association (NRPA) has designated our firm as its preferred provider of accessibility consulting services for its more than 60,000 members. Our clients describe us as a partner. We serve Park District staffs in that role, as a partner. We listen. We observe. Then, our experience yields pragmatic and practical recommendations for park district transition plans.

2008 ACCESS AUDITS AND SUBSEQUENT WORK BY THE DISTRICT

In 2008, the Park District retained our firm to complete an access audit of all 34 parks and facilities. This work met one of the two key ADA requirements for existing facilities, the 35.105 self-evaluation. The work did not include a transition plan, but the District then retained us in 2010 to prepare a Transition Plan.

Our proposed scope of work includes six tasks. Each is described below.

Task 1 – Project Management: Shelley Zuniga, our Senior Project Manager, will lead this project. Joining her will be Jason Hickman, an Accessibility Specialist. I too will be involved in community engagement and reporting. Zuniga will plan and conduct monthly project management meetings, virtually or in-person if permitted. If the District has acquired or developed new sites, or made significant alterations at a site, please let us know so we can plan accordingly.

Task 2 – Access Audits: Zuniga and Hickman will audit all assets at the original 34 sites, plus the Villa Olivia facilities. We will contrast sites to the federal 2010 Standards, the 2018 Illinois Accessibility Code, and smart practices used to make parks and facilities more usable by people with disabilities.

Our process is much different than it was in 2008. We now conduct audits with a smartphone app that uses drop-downs to flag pertinent aspects of federal and state codes. We have customized the dropdowns to better reflect our knowledge of the federal and state standards. Audit data is stored in the cloud and while auditing, the system begins report writing.

Task 3 – Site Reports: Site reports can be shaped to your needs, including citations, descriptions of deficits, solutions, geolocation information, and embedded digital images of the deficits. We are fast, accurate, and thorough.

The site reports also apply the title II program access test, identifying retrofits we believe the District must complete, as well as retrofits we believe the District need not complete until it next modifies that site. We design these reports to be clear and easy to use by your team.



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In the site reports, we also identify deficits that can be left as is because of *equivalent facilitation* and *construction tolerance*. Lastly, some retrofits are *technically infeasible* and need not be made. This process is transparent, and you will always know the “why” behind our recommendations.

All site reports come as digital pdf documents, with embedded digital images. We are happy to review the reports with District staff.

Task 4 – Transition Plan: The transition plan (see the title II regulation at 35.150(d)) is a phased schedule of recommended retrofits. We use our experience with the courts, state enforcement agencies, and federal enforcement agencies to prepare a phased schedule that will give the District a reasonable number of years to apply resources to retrofits. I note here that a court or enforcement agency has not once rejected our transition plan approach.

Our transition plan hyperlinks to the site reports and includes:

- ❖ a description of the deficit (in the site report)
- ❖ retrofit recommendation (in the site report and transition plan)
- ❖ person responsible for retrofit (in the transition plan)
- ❖ program access test application (in the site report)
- ❖ phase or priority for retrofit (in the site report and the transition plan)
- ❖ cost reference for planning purposes (in the transition plan)

A word about cost references. In the absence of a design, we cannot give a cost estimate. We do use R. S. Means as our guide, but the Means access costing document has not been updated since 2004. As a result, we apply a 60% multiplier to Means to make the costs more realistic. These are very good for planning purposes.

Our transition plan is a simple Excel tool, easily searchable by staff. We use Excel because virtually every one of your staff already know Excel. We typically sort the work as follows:

- **PHASE ONE** will include two types of work: retrofits that can be accomplished with current Park District staff and resources, and retrofits at sites constructed or designed since 1992 that do not comply with the 2010 Standards and IAC. This is *likely* a three to five-year phase.
- **PHASE TWO** will include recreation assets, included for the first time in the 2010 Standards, and now in the Illinois Accessibility Code (IAC). This includes playgrounds, sports fields and courts, picnic areas, and trails, to name a few. This is *likely* a four-year phase.
- **PHASE THREE** will include retrofits that are costly or complex, or involve a partner such as the School District. This is *likely* a two-year phase.



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- A fourth category will be called *District Option*. These items are retrofits we believe the District need not make.
- Finally, a fifth category is smart practices, where we note retrofits that could be made to make a site more usable and accessible but are not a requirement.

We will ask staff for your opinion on factors that impact the order of retrofit. The Transition Plan is an Excel document with two tabs. This allows sorting by task, site, cost, completion, and other variables. The first tab has nine columns. Those are:

- 1) The name of the site (the first time the site is named it is hyperlinked to the site report for ease of reference);
- 2) The citation to our recommended retrofit in the site report;
- 3) The type of correction (a short description, e.g., parking signs);
- 4) Our specific retrofit recommendation, such as "Create AR (accessible route) with crushed and compacted stone or outdoor material from sidewalk to all site elements";
- 5) The price or cost reference per unit;
- 6) The unit type, e.g., linear feet, staff time, or an object;
- 7) The number of units, e.g., 100 linear feet;
- 8) The projected total cost reference; and
- 9) The Phase in which we recommend the work occur.

The second tab is an Excel Pivot Table, which provides an at-a-glance review for each site. This is an excellent fiscal summary of the cost references provided.

Task 5 – Community Engagement. One of the ADA mandates is to provide people with disabilities an opportunity to express their access preferences and priorities. I will lead this effort, and we will provide two ways to offer feedback.

One will be an in-person opportunity, and we will work with you to identify and invite disability advocacy groups and people with disabilities. The second will be a remote event through Zoom. The feedback we hear will influence our final recommendations to the Department. We will work closely with NWSRA, the District's partner in service to people with disabilities.

Task 6 – Final Reporting: We will prepare and provide a final report for the District. It will review the ADA requirements, our process, offer a summary of our findings, offer a summary of the transition plan, identify sources of funding for plan implementation, and offer implementation tips from the experience of our other units of local government. We will establish a Google Drive folder for all deliverables to the District. Finally, if desired, we will present recommendations at a Park Board meeting.



VALUE ADDED SERVICES

We will provide the Park District, at no charge, with two value added services. First, we will provide the Park District with a model service animal policy. Second, we will plan and conduct a three-hour staff training on general accessibility and inclusion issues for Park District staff.

TIMING

We understand that this is a 2022 project. From notice-to-proceed, we anticipate six months for all field work, site report preparation, community engagement, and transition plan preparation. Reporting occurs after those tasks, and on the schedule set by the District.

PROPOSED COST

The National Recreation and Park Association (NRPA), as a benefit to its 60,000 members, named our firm as the preferred provider of ADA compliance consulting. Park District officials are members of NRPA. As a result, the cost to the District is discounted by 10%.

Task 1: Project Management at \$1,588.50

Task 2: Access Audits of 35 sites at \$20,075.50

Task 3: Site Reports at \$11,026.00

Task 4: Transition Plan at \$5,562.00

Task 5: Community Engagement at \$3,366.00

Task 6: Final Reports at \$4,203.00

The total discounted fee is \$45,821.00. The changes made at your request affected only field work, site report drafting, and project management.

This is a professional service. There is a variable that could affect the work, and that is whether any new coronavirus restrictions are imposed. We can audit sites when no one is present, and will work closely with the District to assure the health and safety of all. Our work is subject to the attached Terms and Conditions.

Conclusion

Eric, I cannot overstate how different our deliverables are today. The customized app makes our teams faster, and the reports are very detailed and can be developed to include more information or less information. The Transition Plan is very usable by staffs, and as described comes with two tabs. Our clients applaud the clarity of our reports, and we hear often how easy the Transition Plan is to use.

Thanks for your interest. We enjoyed our earlier project with the District and hope to be able to return and help so the District can focus on quality-of-life issues for residents.



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We also know that Rita Fletcher had some preferences regarding the format of the Transition Plan, and we can certainly flex the plan to include other factors, such as tying the recommended work into the District CIP, or other plans.

If you have questions, email jmccgovern@wtgroup.com or my desk is 224-293-6451. If this is acceptable, simply sign below and return this to me by email.

Sincerely,

FOR THE BARTLETT PARK DISTRICT

John N. McGovern, JD
Partner, Principal-in-Charge
WT Group Accessibility Practice

Executive Director
Name and Title Above
Bartlett Park District

JNM/BARTLETT PARK DISTRICT PROPOSAL 202102

Project Type (From Above) Project Category (From Above)
 Communications Engineers & Transition Plan

Media File #/Name
 Proposal

Project Category Cost
 45821

ADA Portion of Project Category % ADA Dollars Requested
 100

0.22%

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Total Project Cost 45821
 Total ADA Portion of Project Cost 100
 Total % of ADA Dollars Requested 0.22%