

# estimated project schedule

Month		Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April
<b>1</b>	<b>PROJECT INITIATION/ON-GOING MANAGEMENT/COMMUNICATION</b>													
1.1	Project Initiation	█												
1.2	Public Information Portal		█	█	█	█	█	█	█	█	█	█	█	█
<b>2</b>	<b>ADA POLICY &amp; PROGRAM EVALUATION &amp; REPORT</b>													
2.1	Staff Questionnaire and Orientation Meeting				█	█	█	█	█					
2.2	Review City of Tualatin Policies and Standards				█	█	█	█	█					
<b>3</b>	<b>ADA FACILITY EVALUATIONS</b>													
3.1	Prepare Facility Diagrams	█	█	█										
3.2	Conduct Facility Evaluations		█	█	█	█								
3.3	Prepare Facility Reports			█	█	█	█	█	█					
3.4	Facility Prioritization Work Session									█				
<b>4</b>	<b>RIGHT-OF-WAY (ROW) EVALUATION</b>													
4.1	Conduct ROW Evaluation Strategy Session				█	█								
4.2	Develop Procedures for ROW Evaluation				█	█	█							
4.3	Conduct ROW Evaluations					█	█	█	█					
4.4	ROW Summary Report								█					
4.5	ROW Prioritization Work Session									█				
<b>5</b>	<b>PREPARE THE ADA TRANSITION PLAN</b>													
5.1	ADA Task Force Meeting #1							█						
5.2	ADA Implementation Data									█	█	█		
5.3	Prepare the Draft ADA Self-Evaluation and Transition Plan										█	█	█	
5.4	ADA Task Force Meeting #2									█			█	
5.5	Public Review Draft of the Transition Plan												█	█
*Added	ADA Task Force Meeting #3												█	
5.6	Prepare the Final ADA Self-Evaluation and Transition Plan													█

# ADA Self-Evaluation and Transition Plan

## Scope of Work

The following scope of work addresses the requirements for developing an ADA Self-Evaluation and Transition Plan for the City of Tualatin, Oregon.

### ASSUMPTIONS:

#### Self-Evaluation

The self-evaluation of policies, programs, and activities included as part of the ADA Self-Evaluation and Transition Plan will not include a review of the programs, policies and activities of the Parks and Recreation Department. This will be addressed in a separate planning process at a later date.

#### Facility Assessments

The facility assessments included as part of the ADA Self-Evaluation and Transition Plan include all enclosed City buildings and associated support amenities (exterior paths of travel, parking, etc.), public parking, pedestrian access routes in the public right-of-way including curb ramps, sidewalks, crosswalks, and pedestrian signals. This scope of work does not include the developed exterior areas of city parks and their support amenities such as shelters, parking and trails except where noted in Task 3.2 – the evaluation of park lands and amenities will be addressed in a separate planning process.

#### Public Meetings

At each public meeting the City’s ADA Coordinator or Project Manager will be in attendance. The City will provide the meeting venue and any materials requested by the public, including ASL interpreters, alternative formats, or other program modifications, or written minutes of the meeting. MIG will provide the meeting agendas, graphic, and text materials for the meetings.

#### Project Meetings

The City will provide the meeting venue. The City Project Manager will identify and contact the appropriate City staff for attendance at each of the meetings.

### TASK 1: PROJECT INITIATION

#### Task 1.1: Project Initiation

Following the execution of a contract, the MIG Team will meet with City staff to refine the proposed tasks and schedule, including options and recommendations for staff and community involvement during the preparation of the Self-Evaluation and Transition Plan. MIG will work with City staff to identify and obtain all necessary documents and materials to support the self-evaluation process and field evaluations. The final report format and content will be reviewed and confirmed.

*City staff involvement:* City ADA Coordinator or Project Manager and key staff members will attend a 1-1/2 to 2-hour meeting with MIG. City staff will assemble and remaining facility site plans (if available) and a list of Department policy documents.

*Deliverable:* MIG will provide the agenda, meeting materials and facilitate meeting.

### **Task 1.2: Public Information Portal**

MIG recommends that the City use the Accessibility page on the City's website to link to information about the ADA Transition Plan schedule and process. The webpage will serve as an information portal for the Transition Plan process, meeting summaries, the project schedule. The public review draft of the plan will be posted on the page for public comment before the final presentation to Council.

City Staff Involvement: City staff will designate a page on the City's website dedicated to the Transition Plan project and will update information as needed.

Deliverable: MIG will provide City staff with planning project announcements and updates for the web page throughout the duration of the project.

## **TASK 2. ADA POLICY & PROGRAM EVALUATION & REPORT**

### **Task 2.1: Staff Questionnaire and Orientation Meeting**

To meet the requirements of 28 CFR Subpart A, MIG will evaluate the current level of accessibility of programs, services and activities provided by the City by administering an online program questionnaire to selected City staff. The evaluation will identify current practices regarding ADA requirements including: eligibility requirements, participation requirements, facilities used, staff training, tours and transportation, communications, notifications, public meetings, use of contracted services, purchasing, maintenance of accessible features, and emergency procedures.

The questionnaire is distributed electronically. Prior to the distribution of the questionnaire, MIG will meet with staff representing City departments and major program areas to introduce and orient them

to the questionnaire and answer any questions about the self-evaluation process.

City Staff Involvement: City Project Manager and key staff members will attend a 1-hour meeting with MIG. The questionnaire will be distributed as an URL to selected City staff. Staff will complete the online questionnaire (approximately 20 to 45 minutes). Assistance from the City's Project Manager may be required to prompt staff to complete the questionnaire.

Deliverables: MIG will facilitate the meeting, provide the program questionnaire online, review and analyze responses, and provide a report with recommendations.

### **Task 2.2: Review City of Tualatin Policies and Standards**

The MIG Team will collect and review City of Tualatin policy documents to identify issues that should be addressed regarding the accessibility of policies, programs and activities. Policy documents will include department and facility rules and regulations, administrative bulletins, the City's Municipal Code, Comprehensive Plan, and other planning documents, right-of-way design standards and city practices for construction, maintenance management practices for ensuring pedestrian accessibility and project/program notifications. Based on the review, MIG will make recommendations regarding City policies and standards.

City staff involvement: Staff will provide MIG direction on the various policy documents for review.

Deliverables: MIG will provide a report with the policy review and recommendations.

### TASK 3: ADA FACILITY EVALUATIONS

The facility evaluations are separated into two main categories: facilities in the right-of-way and all other property. Task 3 focuses on buildings and parking lots and Task 4 focuses on curb ramps, pedestrian access routes, and pedestrian signals in the right-of-way.

#### Task 3.1: Prepare Facility Diagrams

MIG will prepare diagrammatic plans (8.5 x 11) of all buildings based upon site plans and floor plans provided by the City. If plans do not exist, the MIG Team will produce diagrammatic plans and aerial photos for building exteriors to be included in the facility reports. The diagrams will be used to indicate the location of architectural barriers identified during the evaluation.

*City staff involvement:* The City will provide any existing blueprints, CAD files, site plans, emergency evacuation diagrams, or other graphics or information that portrays City facilities.

*Deliverables:* Facility diagrams for incorporation into the facility reports (Task 3.3).

#### Task 3.2: Conduct Facility Evaluations

MIG will evaluate all portions of exterior and interior features of buildings where members of the public engage in City programs, activities and services. This does not include areas that are for authorized personnel only, staff work spaces or maintenance spaces. The evaluation will identify physical barriers in each facility that limit accessibility for the public and compare each facility to the 2014 Oregon Structural Specialty Code and 2010 ADA Standards. The facilities to include in the evaluation approach are the following:

#### Buildings:

- Brown's Ferry Community Center
- Brown's Ferry Park Apartment Building
- Brown's Ferry Park Greenhouse
- Brown's Ferry Park Shed
- City Offices
- Community Services Admin Offices
- Juanita Pohl Center
- Lafky House
- Operations Admin Office
- Police Services
- Seneca Building (south end access)
- Tualatin Heritage Center
- Tualatin Public Library
- Van Raden Community Center
- Walnut House
- Walnut House Shed

#### Park Restroom Buildings & Path of Travel:

- Atfalati Park
- Brown's Ferry Park
- Ibach Park
- Jurgens Park
- Tualatin Commons
- Tualatin Community Park

#### Parking Facilities:

- Atfalati Park
- Brown's Ferry Park
- Ibach Park
- Jurgens Park
- Tualatin Commons (on-street on Seneca east and west of the Commons and those serving the Seneca Building just west of Martinazzi)
- Tualatin Community Park
- Blue Lot\*
- Green Lot\*
- Red Lot\*
- White Lot\*
- Yellow Lot\*

\*These facilities have had recent ADA assessments completed, which will be spot checked.

*City staff involvement:* City staff will be responsible for providing access to any locked City facilities. It is expected that MIG evaluators will be accompanied during the evaluations of secure facilities such as police services, but otherwise MIG will not require accompaniment by a city staff person.

*Deliverables:* Conduct ADA site evaluations.

### **Task 3.3: Prepare Facility Reports**

The MIG Team will produce a report for each facility with a master list detailing each barrier identified within state and federal access regulations. The reports will include:

- **Barrier Identification Table:** Lists specific barriers encountered during the evaluation process. Barriers will be organized by architectural element and located by reference number on the facility diagram. MIG will include as-built dimensions and required dimension or condition, and code reference citations.
- **Conceptual Solution:** MIG will provide a conceptual solution to resolving the barrier in text format, and will recommend alternate solutions or equivalent facilitation when feasible.
- **Cost Estimate:** We will provide a planning-level cost estimate for the removal of each barrier. Prior to submission of the facility reports, we will provide a spreadsheet of the planning level costs for each barrier type for City review.
- **Barrier Priority:** Barriers will be assigned a draft Barrier Priority which will be reviewed and confirmed by City Staff during the prioritization process (Task 3.4).
- **Reference Diagram:** The report will include a reference diagram locating the barriers on a

floor plan, site plan or aerial photograph of the facility.

Each barrier removal action, such as the replacement of a door knob with lever-type door hardware, is assigned a cost. These costs are based on RS Means cost data, MIG’s experience, and feedback from previous public agency clients. Costs represent a planning-level estimate based on the cost of construction that can be used to determine the cost for removing barriers at facilities. MIG will provide the City with a PDF of the facility reports for review prior to Task 3.4.

*City staff involvement:* Review of reports prior to Task 3.4.

*Deliverable:* Facility reports in PDF format.

### **Task 3.4 –Facility Prioritization Work Session**

MIG will assist City staff with prioritizing the list of buildings and parking facilities in order to develop a Transition Plan schedule for the removal of accessibility barriers. This MIG facilitated meeting will assist City staff in determining appropriate responses to mitigating barriers, either through modification of the facilities, or by relocating programs or by other programmatic solutions. The recommendations included in the Transition Plan are not intended to be absolute or unconditional. It is expected that shifting program participation, funding, facility improvements and other factors will influence the prioritization and scheduling of access improvements.

*City staff involvement:* Participation of key staff members in a prioritization workshop (2 hours). This meeting will be on the same day as Tasks 4.5 and 5.1.

*Deliverables:* MIG will facilitate the meeting, provide an agenda and materials for the meeting.

## **TASK 4: RIGHT-OF-WAY (ROW) EVALUATION**

### **Task 4.1: Conduct ROW Evaluation Strategy Session**

MIG will conduct a ROW evaluation strategy session with City staff responsible for curb ramps, pedestrian access routes, and pedestrian signals. The strategy session will identify the areas of highest priority for pedestrian improvement based on the Federal ADA criteria and discuss specific prioritization criteria for the City of Tualatin. We will identify the areas of highest priority for pedestrian improvement which will inform the timeframe for the removal of barriers.

At this meeting we will also discuss the process for evaluating the right-of-way which will inform Task 4.2. Documents to be reviewed prior to the workshop will include capital improvement plans, maintenance plans and any planning documents relating to future projects.

*City staff involvement:* City Project Manager and key staff members will attend a 1-1/2 to 2-hour meeting with MIG.

*Deliverable:* The MIG Team will facilitate the meeting and prepare materials for the meeting. After the meeting MIG will provide a meeting summary for staff review. This meeting will be held on the same day as Task 2.1.

### **Task 4.2: Develop Procedures for ROW Evaluation**

In coordination with City staff, MIG will prepare and customize the procedures needed to conduct the evaluation of the City's curb ramps, pedestrian access routes, and pedestrian signals. The evaluation procedures will be based on the 2010 ADA Standards, the 2011 Proposed Accessibility Guidelines for Pedestrian Facilities in the Right-of-Way, and the 2009 Manual on Uniform Traffic

Control Devices. The ROW evaluation process will be scaled to be the most efficient with available City resources for completing the project.

The cost presented with Task 4.3 is based on a data collection methodology that decreases time in the field in order to direct funding toward mitigation. This rapid assessment methodology summarizes pedestrian access routes at a city block scale and determines replacement versus maintenance barriers at curb ramps in a streamlined fashion in order to prioritize projects efficiently.

Alternatively, the City can collect detailed locational information of barrier data along pedestrian access routes, and attain detailed measurements on all compliance issues with each curb ramp. The alternative methodology cost is listed under 4.3 Alternative Right-of-Way Evaluation in the project budget.

*City staff involvement:* The City will work with the MIG team to develop the procedures for the ROW evaluation. Review and provide consolidated comments on draft evaluation procedures.

*Deliverable:* After Task 4.1 the MIG Team will produce a draft procedure for the right-of-way evaluations for City review and comment. Once MIG has received all comments, MIG will finalize the procedures before starting Task 4.3.

### **Task 4.3: Conduct ROW Evaluations**

The MIG Team will conduct evaluations of the facilities in the pedestrian access routes and pedestrian signals. Barrier data will be collected using tablets and stored in a real-time cloud database for immediate review. If available, the MIG Team will build upon the City's existing GIS data.

*City staff involvement:* The City will be able to monitor the status of the evaluations using an online map link.

*Deliverable:* The MIG Team will conduct the evaluations within the right-of-way.

#### **Task 4.4: ROW Summary Report**

The results of the evaluation will be included in a summary report of the identified barriers which will identify whether right-of-way facilities meet ADA standards. Barrier data will be mapped and summarized to easily show where and how many barriers exist within the public right-of-way. MIG will also apply the prioritization criteria discussed in Task 4.1 to assist with the transition plan phasing schedule.

*City staff involvement:* The City will review the outcomes of the evaluations.

*Deliverable:* The MIG Team will provide the City with a ROW Summary Report.

#### **Task 4.5: ROW Prioritization Work Session**

MIG will meet with City staff in to review the results of the report and applied prioritization criteria. At this meeting the timeline for mitigating barriers and strategies for funding barrier removal will be discussed for incorporation into the Transition Plan. This meeting will be held on the same day as Task 3.4.

*City staff involvement:* City Project Manager and key staff members will attend a 1-1/2 to 2-hour meeting with MIG. This meeting will be held on the same day as Tasks 3.4 and 5.1.

*Deliverables:* MIG will facilitate the meeting, provide an agenda and materials for the meeting.

## **TASK 5: PREPARE THE ADA TRANSITION PLAN**

### **Task 5.1: ADA Task Force Meetings #1 & #2**

MIG will work with the City's Project Manager to identify participants of the Task Force for the transition planning process. At this meeting, MIG will educate the group on the process and components required to fulfill the obligations to complete an ADA Transition Plan. MIG will also present the results of the facility and right-of-way evaluations, and collect feedback on the draft barrier removal priorities.

A key responsibility of the Task Force participants is to spread the word about the Transition Plan to members and partners of the disabilities community, to provide insights during the barrier prioritization process, and to review the draft Transition Plan.

*City staff involvement:* The first meeting will be held on near the end of the evaluation process Task 3.2, and the second meeting will be held the same day as Tasks 3.4 and 4.5.

*Deliverable:* MIG will assist the City in its approach to identifying participants for the Task Force. MIG will facilitate the meeting and collect information from Task Force participants for inclusion in the barrier removal priorities. MIG will provide a meeting summary.

### **Task 5.2: ADA Implementation Data**

Upon the completion of Tasks 3.4, MIG will finalize the barrier prioritizations and provide the City with a customized Excel spreadsheet containing all the information contained in the facility evaluations, including the identified barriers, relevant codes, barrier categories, and planning level costs.

Upon the completion of Task 4.5, MIG will provide the City with GIS readable data containing all the barrier information collected in the public

right-of-way, including relevant codes and barrier priorities. The provided data is intended to be the living document for tracking and monitoring the implementation of the ADA Transition Plan.

*City staff involvement:* Review and use the data provided for the development of the transition plan phasing schedule.

*Deliverable:* GIS data for right-of-way barriers, and an Excel worksheet of all barriers identified in Task 3.2.

### **Task 5.3: Prepare the Draft ADA Self-Evaluation and Transition Plan**

Based on the policy and program evaluation, the facility evaluations and the prioritization and scheduling process, MIG will prepare a Draft of the ADA Self-Evaluation and Transition Plan. MIG will work with City Staff to prepare the schedule of barrier removals based on the facility prioritization process. The Draft plan will include:

- ADA Self-Evaluation and Transition Plan requirements and process, including the methodology employed, prioritization and scheduling process
- Public outreach process
- Transition Plan Phasing Schedule
- Forms and procedure for filing an ADA Grievance or a Request for Accommodation
- Program accessibility guidelines, standards and resources
- Appendices

MIG will provide the Draft Plan in PDF format for review and comment by City staff prior to Task 5.4.

*City staff involvement:* Review the Draft Plan and provide comments for development of the public review draft.

### **Task 5.4: ADA Task Force Meeting #2**

After City review and edit of the Draft Plan, MIG will facilitate a second Task Force meeting. At the meeting the Draft Plan will be reviewed and the MIG team will receive comments and direction on the Plan. MIG will facilitate the meeting and collect information from the Task Force for inclusion in the Public Review Draft Transition Plan.

*Deliverable:* MIG will provide the meeting agendas, graphic, and text materials for the meetings. MIG will provide a meeting summary for posting on the City’s website.

### **Task 5.5: Public Review Draft of the Transition Plan**

After the second Task Force Meeting, MIG will provide the City a Public Review Draft of the ADA Transition Plan for public distribution and comment. The digital document will be formatted for use by screen readers.

*City staff involvement:* The City will post the Public Review Draft to the website for comments. Hard copies and comment cards will be available at highly used public locations such as the Tualatin Public Library, Brown’s Ferry Community Center, and the Juanita Pohl Center.

*Deliverable:* MIG will provide a tagged PDF and Word document of the Plan for posting to the City’s website and distribution at highly used public locations.

### **Task 5.6: Prepare the Final ADA Self-Evaluation and Transition Plan**

After the receipt of the public comments, MIG will coordinate with City staff on additional edits to the Draft Plan and prepare the Final ADA Transition Plan.

*Deliverable:* MIG will provide a final Word and PDF format of the plan for distribution.



---

# ADA Self-Evaluation and Transition Plan Parks

The following facilities were added to the ADA planning project with the initiation of the Parks and Recreation Master Plan Update.

## **Park Facilities:**

- Atfalati Park
- Brown's Ferry Park
- Ibach Park
- Jurgens Park
- Lafky Park
- Little Wood Rose Nature Park
- Saarinen Wayside Park
- Stoneridge Park
- Sweek Pond
- Tualatin Commons
- Tualatin Commons Park
- Tualatin Community Park
- 4-Miles of trails (no additional parking, restrooms or natural areas)

## **District Facilities:**

- Byrom ES – cross country trail
- Tualatin HS – soccer field

## **Trails:**

- Canoe Access (Hazelwood & Hwy 99)
- Chieftan/Dakota Greenway
- Hedges Creek Greenway
- Hi-West Estates Greenway
- Indian Meadows Greenway
- Nyberg Creek Greenway
- Saum Creek Greenway
- Shaniko Greenway
- Tualatin River Greenway
  - Adjacent to Brown's Ferry Park
  - Brown's Ferry Park
  - Newly constructed section
  - Pony Ridge Subdivision
  - River Ridge Apartments
- Victoria Woods Natural Area



## City of Tualatin ADA Self-Evaluation & Transition Plan Draft Priorities for Facility Barrier Removal

Recognizing that the City has limited funds and cannot immediately make all building and park facilities fully accessible, we would like your feed back on the following draft criteria for prioritizing facilities into a timeline for removing architectural barriers:

- **Level of use by the public:** Facilities that receive a high level of public use receive a high priority;
- **Program uniqueness:** Some programs are unique to a building, facility, or park and cannot occur at another location;
- **Geographic distribution:** By selecting a range of facilities that are distributed throughout the City, the City can ensure maximum access for all residents;
- **Citizen Rights and Responsibilities:** Facilities where services are provided to exercise citizen rights—participation in Council and Commission meetings, access to elected officials, facilities where taxes are paid, permits and licenses are obtained, etc.
- **Identified Complaints:** Efforts should focus on City facilities where there have been accessibility complaints.

## ADA Title II Regulations

Title II of the ADA (28 CFR Section 35.150 (d)) requires that state and local entities develop a Transition Plan specific to curb ramps:

28 CFR Part 35, Subpart D—Program Accessibility, § 35.150 Existing facilities.

(d) Transition plan

(2) If a public entity has responsibility or authority over streets, roads, or walkways, its transition plan shall include a schedule for providing curb ramps or other sloped areas where pedestrian walks cross curbs, giving priority to walkways serving entities covered by the Act, including **State and local government offices and facilities, transportation, places of public accommodation, and employers, followed by walkways serving other areas.**

(3) The plan shall, at a minimum—

- (i) Identify physical obstacles in the public entity's facilities that limit the accessibility of its programs or activities to individuals with disabilities;
- (ii) Describe in detail the methods that will be used to make the facilities accessible;
- (iii) Specify the schedule for taking the steps necessary to achieve compliance with this section and, if the time period of the transition plan is longer than one year, identify steps that will be taken during each year of the transition period; and
- (iv) Indicate the official responsible for implementation of the plan.

In 2002, the United States Court of Appeals for the Ninth Circuit, whose jurisdiction includes Oregon, held for the first time that sidewalks constitute a service, program or activity of a city, and sidewalks are therefore subject to the ADA's program accessibility regulations. *Barden v. City of Sacramento*, 292 F.3d 1073 (9th Cir. 2002). Before the *Barden* decision, the law was unclear whether municipalities' transition plans should address barrier removal from sidewalks.

Example Curb Ramp Priority Matrix for Barrier-Removal Projects

Curb Ramps		ADA 35.150(d)(2) Geospatial Proximity Priorities					
		A	B	C	D	E	F
Curb Ramp Installation Priorities (Category)	Priority Description	Location of Citizen Complaint / Request (ADA Title II Program Access)	Location Serving Government Offices & Public Facilities	Location Serving Transportation	Location Serving Commercial Districts, Employers	Location Serving Other Areas	To Be Determined
1	Sidewalk with No Curb Ramp Access	High Priority A1	B1	C1	D1	E1	F1
2	Damaged or Deteriorated	A2	B2	C2	D2	E2	F2
3	No Detectable Warning	A3	B3	C3	D3	E3	F3
4	Running Slope, Flares, Width, or Landing	A4	B4	C4	Medium Priority D4	E4	F4
5	Counter Slope or Vertical Change	A5	B5	C5	D5	E5	F5
6	No deficiencies identified	Low Priority A6	B6	C6	D6	E6	F6

Example Sidewalk Priority Matrix for Barrier-Removal Projects

Sidewalks		ADA 35.150(d)(2) Geospatial Proximity Priorities					
		A	B	C	D	E	F
Sidewalk Installation Priorities (Category)	Priority Description	Location of Citizen Complaint / Request (ADA Title II Program Access)	Location Serving Government Offices & Public Facilities	Location Serving Transportation	Location Serving Commercial Districts, Employers	Location Serving Other Areas	To Be Determined
1	Width Insufficient	High Priority A1	B1	C1	D1	E1	F1
2	High Frequency Surface Barriers & Hazards	A2	B2	C2	D2	E2	F2
3	Med. Frequency Surface Barriers & Hazards	A3	B3	C3	D3 Medium Priority	E3	F3
4	Maintenance	A4	B4	C4	D4	E4	F4
5	Sufficient	Low Priority A5	B5	C5	D5	E5	F5