CITY OF STOUGHTON
PARKS & RECREATION DEPARTMENT
381 East Main Street Stoughton, WI 53589
Dan Glynn CPRP, Director
Office: (608) 873-6746
Cell: (608) 209-7761
Fax: (608) 873-5519
dglynn@ci.stoughton.wi.us
www.stoughtonrec.com

The ADA Transition Plan funding was approved in the 2020 CIP Budget at $26,000. I requested proposals from MSA Professional Services and Ayres Associates due to their recent experience working on projects in the Stoughton Parks system. Both firms are capable of providing a quality ADA Transition Plan and both came in under the budgeted amount. MSA was the lower cost at $23,800, so it is my recommendation to solicit their services.

ADA Transition Plan

ADA Transition Plans are plans are developed as a guidance document to get facilities to ADA Title II standards. The consultant will inspect park facilities and identify non-compliance issues. The plan will offer solutions to the issues and create a timeline for compliance.

Committee Action

Motion to accept proposal from MSA not to exceed $26,000 by Riley seconded by Heili

Motion carried unanimously.

City of Stoughton, 207 S. Forrest Street, Stoughton WI 53589

RESOLUTION OF THE COMMON COUNCIL

Approve the Director of Parks & Recreation to enter into an agreement with MSA Professional Services to complete an ADA Transition Plan for City parks and park facilities with costs not to exceed $23,800.

Committee Action: Parks & Recreation Committee approved 4-0 on 11/19/2019

Fiscal Impact: $23,800

File Number:	**Date Introduced:**

WHEREAS, proposals were solicited for developing an ADA Transition Plan for City parks and park facilities from MSA Professional Services and Ayres Associates; and

WHEREAS, both firms are equally qualified to perform the task; and

WHEREAS, MSA Professional Services had the lowest proposal cost at $23,800; and

WHEREAS, the plan was funded as part of the 2020 CIP at $26,000; and

BE IT RESOLVED approve the Director of Parks & Recreation to enter into an agreement with MSA Professional Services to complete an ADA Transition Plan for City parks and park facilities with costs not to exceed $23,800.

Council Action: ☐ **Adopted** ☐ **Failed** **Vote** _____

Mayoral Action: ☐ **Accept** ☐ **Veto**

_____

Tim Swadley, Mayor Date

Council Action: _____ ☐ **Override** **Vote** _____

ADA Transition Plan Proposal Comparison

MSA

Recent ADA Transition Plan Experience – Beloit, Janesville, Cottage Grove, Sun Prairie

Scope – Parks and parks buildings (Troll Beach buildings and park shelters)

Meetings

- Meeting 1: Kick-off meeting and facility identification
- Meeting 2: Review audits with City staff (teleconference)
- Meeting 3: Review draft transition plan with City staff
- Meeting 4: Review final report and draft presentation with City staff (teleconference)
- Meeting 5: Present final report to the Parks & Recreation Committee

Deliverables

- Accessibility Deficiency Summary Report and Site Specific Audit Reports (individual park maps, accessibility audit checklists).
    - Summary of audit methodology
    - Summary spreadsheet of observed deficiencies
    - Site-specific audit reports
- Transition Plan Report
    - Summary of how the City determines priorities and will monitor progress for corrective measures
    - Summary of ADA Coordinator contact and grievance procedures (Requests for Accommodation)
    - Summary of Transition Plan timeline
    - Summary spreadsheet of deficiency by facility or park, with target year corrective measure timelines and estimated costs.
- Appendix of Applicable References, including but not limited to:
- Audit informational flyer.
- Grievance procedure form (request for reasonable accommodations)

Timeline – April 2020 – September 2020

Cost - $23,800

Ayres

Recent ADA Transition Plan Experience – Milwaukee Public Schools, Eau Claire, Monona, Plymouth

Scope – Parks and parks buildings (Troll Beach buildings and park shelters)

Meetings

- Meeting 1: Kick-off meeting
- Meeting 2: Review audits with City staff

ADA Transition Plan Proposal Comparison

- Meeting 3: Review draft transition plan with City staff
- Meeting 4: Present final report to Planning Commission or City Council

Deliverables

- Summary of each facility and property
- Checklists noting any deficiencies found and appropriate code reference.
- Recommendations for corrective action for each deficiency
- All deficiencies will be prioritized and will form the basis of the plan

Timeline: 5 months from start to completion.

Cost: $23,900

PROPOSAL TO PROVIDE

ADA Audit and Transition Plan

NORSE PARK[1]

RACETRACK PARK[2]

MANDT PARK

BJOIN PARK[3]

Prepared for:
City of Stoughton, WI
November 11, 2019

An inclusive world is a better world.

November 11, 2019

Dan Glynn
Director of Parks and Recreation
City of Stoughton
515 South 4th Street
Stoughton, WI 53589

Re: Proposal for Americans with Disabilities Act Audit and Transition Plan

Dear Mr. Glynn:

Thank you for allowing MSA Professional Services, Inc. (MSA) the opportunity to provide a proposal to conduct an audit of your park facilities for compliance with ADA regulations. The City of Stoughton is sensitive to the needs of its local residents by prioritizing the accessibility of its facilities. In taking steps to address potential barriers to accessibility for both indoor facilities and outdoor recreation, you are creating opportunities for all community members to fully experience all that Stoughton has to offer.

MSA specializes in serving municipalities and their diverse needs. With roots that reach back to the 1930s, our firm now consists of approximately 350 engineers, architects, planners, funding experts, surveyors, GIS experts and environmental scientists.

As you review our proposal, please consider the following.

- We have been partnering with communities to access and prioritize accessibility since the inception of the Americans with Disabilities Act (ADA) in the early 1990s, and continue that tradition today. To date, we've completed nearly 40 audits and studies that address accessibility deficiencies and corrective measures.
- Our team is currently working with the City of Janesville to conduct a self-evaluation of its public right of way and develop a transition plan for ADA compliance.
- Our team recently completed an ADA facility audit for Neenah, and we are in the progress of completing audits for Beloit, New Berlin, and Elkhorn. Because we do these studies on a routine basis, we understand what it takes to develop a comprehensive plan that meets your needs.
- In addition to being your project manager, I am a professional landscape architect and National Recreation and Parks Association Certified Playground Safety Inspector. My team includes a Carter Arndt, AIA (licensed architect), Jason Valerius, AICP (credentialed senior planner), Luke Geiger (landscape assocaite) and Justine Bradley (associate architect). Combined with your staff's expertise of current facilities, we will form a uniquely qualified partnership.

Attached is our approach, project team, schedule and fee for the completion of an accessibility audit and creation of a transition plan for the City of Stoughton facilities and parks for compliance with ADA. We look forward to serving your City in this regard by clarifying your ADA responsibilities and generating an approach to address them. We are open to negotiation and refinement of scope and fees. If you have questions or desire additional information, please contact me directly at (608) 216-2059 or e-mail at dschmitt@msa-ps.com.

Sincerely,
MSA Professional Services, Inc.

Dan Schmitt, PLA, CPSI
Project Manager | Landscape Architect | Certified Playground Safety Inspector

MSA PROFESSIONAL SERVICES

1702 Pankratz Street, Madison, WI 53704

Contact: Dan Schmitt, PLA, CPSI
Phone: (608) 216-2059
Email: dschmitt@msa-ps.com
Website: www.msa-ps.com

Cover photos courtesy of:
[1]*Stoughton Parks & Recreation Facebook Page*
[2]*Racetrack Facebook Page*
[3]*Bjoin Park Facebook Page*

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Cover photos courtesy of: unifiednewsgroup.com

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About MSA

Name: MSA Professional Services, Inc. **HQ Address:** 1230 South Boulevard, Baraboo, WI 53913

Brief History: MSA Professional Services (MSA) specializes in the sustainable development of communities. We achieve this by building honest, open relationships that go beyond the project to become a trusted source of expertise and support for immediate challenges and long-term goals. Big or small, we do whatever it takes to meet each need, working to make communities stronger in the process. **It's more than a project. It's a commitment.**

MSA's roots reach back to the 1930s. Once a rural land survey company, our firm now consists of approximately 350 engineers, architects, planners, funding experts, surveyors, GIS experts and environmental scientists. MSA excels at helping clients identify grant and funding sources and then delivering high quality, cost-effective solutions.

350 TEAM MEMBERS

63 INDUSTRY AWARDS EARNED SINCE **2010**

168 LICENSED + CERTIFIED **PROFESSIONALS**

(AIA, AICP, CFM, CNU-A, CPG, DES, EIT, GIT, GISP, LEED® AP, MA, PE, PG, PH, PLA, PLS, SE, TSP)

ZWEIG **"BEST FIRMS TO WORK FOR"** HONOREE

100% employee owned

$500 MILLION GRANTS & LOW-INTEREST LOANS we've helped our clients secure to offset the cost of infrastructure projects

EXCEEDED **94%** OF CLIENT EXPECTATIONS **IN THE LAST YEAR**

LOCATIONS IN:
IOWA • MINNESOTA
ILLINOIS • WISCONSIN

"ENABLING PEOPLE TO POSITIVELY IMPACT THE LIVES OF OTHERS" SINCE **1962**

Availability of staff.

An Available and Responsive Team Dedicated to You

Based on our honest commitment to our clients, we immediately establish accountability of all personnel involved in a project's completion. When our team starts a project, we analyze the proposed schedule and compare it to each team member's potential workload. We then obtain commitments from all individuals on the project team to complete the work as identified within the proposed schedule. This approach helps to foster a team mentality and results in personal accountability of all team members involved. Our team has the capacity to handle this and any future projects for your community, while providing excellent service.

Firm experience.

Overview

MSA's team-based approach will allow us to have the right people available at the right time, ready to meet each need as it arises. We're motivated to become even more familiar with your community's needs and see this project as a great way to continue to serve the City of Stoughton.

As part of a company of specialists, MSA employees have become experts in many separate engineering disciplines. Our engineers, technicians and planners specialize in municipal water sources and water distribution systems, wastewater collection and treatment, stormwater management, streets and utilities, transportation, site development, surveying, GIS/mapping, environmental services, architecture, municipal project funding, and other related areas. One of the key tasks for each of MSA's project managers is to pull together experts from the appropriate specialized teams to make each project a success.

The personnel featured within this proposal have been hand-picked to address the challenges that the City of Stoughton anticipates facing in the near future. The team members have experience providing all of the services identified by the City and have proven themselves through years of successful work with similar communities and on similar projects.

Your success matters.

Client Service Quality Assurance Program

Our firm constantly strives to improve our processes and tailor the services we provide to best suit each of our clients. As part of our ongoing quality assurance program, we periodically request feedback from clients and project stakeholders to create better project outcomes for you.

Rather than wait for the project to be over (when there's little opportunity to change the outcome), our project team will send brief electronic surveys at various project milestones. Each survey includes a short list of questions requiring fewer than two-to-three minutes to complete.

These easy-to-complete surveys offer you the opportunity to comment on several areas of our performance, which in turn helps us adapt our processes to your unique needs. Your feedback is specific to your project, and is returned directly to the people working with you. We pledge to respond to any issues you identify as the project proceeds.

Unlike any survey you've ever taken before, y**our response will initiate specific improvement for you and your project.** We have found this to be an effective tool that enables us to achieve continual improvement. We hope you'll take a few minutes to respond, experience the process first-hand, and see how we follow-up to your feedback.

Personnel Qualifications

Our team is staffed to handle the needs of your project. We are a group of experienced architects, landscape architects, and other technical specialists who are used to working together on projects. Our familiarity with each other will enable us to meet your workload and timeline requirements. Each of the team members have the availability to complete this project.

Stoughton Wisconsin

Dan Schmitt, PLA, CPSI
Project Manager,
Landscape Architect

Carter Arndt, AIA
Senior Project Architect

Jason Valerius, AICP
Sr. Project Planner & QA/QC

Support Team

Luke Geiger
Landscape Associate &
Document Preparation

Justine Bradley
Associate Project Architect

Dan Schmitt, PLA, CPSI

PROJECT MANAGER | LANDSCAPE ARCHITECT

Dan is a professional landscape architect and Certified Playground Safety Inspector. His experience with on-site construction management provides a valuable understanding of construction detailing and construction workflow, including permitting and local code and zoning requirements. He recently worked on the Neenah, New Berlin, Elkhorn, and Cottage Grove ADA studies. His background provide a comprehensive knowledge of including site inventory, concept development, landscape plans, planting design and construction details. **Dan will serve as the project manager, attending all project meetings and managing the work of the project team.**

Education

M.A., Landscape Architecture
University of Wisconsin-Madison

B.A., Landscape Architecture
University of Wisconsin-Madison

Certifications

Professional Landscape Architect, WI, MN, IL
NRPA Certified Playground Safety Instructor (CPSI)

Affiliations

American Society of Landscape Architects

Areas of Expertise

- Urban Design and Redevelopment
- Comprehensive Planning
- Park Planning
- Streetscape Planning
- 3-D Modeling

SELECTED PROJECT EXPERTISE

ADA Facility Audit, Beloit, Neenah, New Berlin, Elkhorn, Cottage Grove, WI

Prepared an audit and study to address accessibility deficiencies and corrective measures.

ADA Right of Way Audit and Transition Plan, Janesville, WI

Prepared an audit procedure and transition plan to address accessibility deficiencies and corrective measures for the City-owned right of way.

Fireman's Park, Verona, WI

Master plan design for park improvements to enhance a swimming beach with a splash pad, playground, basketball facility, pavilion/concession, soccer fields, and multi-use trail connections.

Riverfront Park, Wisconsin Rapids, WI

Developed construction documents for improvement of the Riverfront Park. Plans include trails, plaza space, small watercraft launch, decorative flow benches, performing platform, and landscape planting design.

Carter Arndt, AIA

Senior Project Architect

Carter has a broad range of experience creating, expanding and remodeling parks and recreation projects, community centers, fire stations, municipal office buildings, libraries, police stations, county highway facilities, public works garages, waste and water facility buildings, schools, churches, and commercial and retail projects consisting of new construction, additions, and remodeling.

Carter's professional background includes the architectural design of buildings and spaces, code and feasibility studies, cost estimates, organization, detailing and production of working drawings, consultant coordination, shop drawing review, and color selections. Since the onset of ADA, he has performed many of MSA's ADA surveys and has generated related reports. **Carter will assist Dan with the site audits, audit report and transition plan.**

Education

B.A., Architecture, Iowa State University

Registration

Professional Architect, WI, IL, TN

Selected Project Experience

ADA Facility Audit, Neenah, New Berlin, Elkhorn, Waupun, WI

Prepared an audit and study to address accessibility deficiencies and corrective measures.

Parks ADA Study, Cottage Grove, WI

Prepared an audit and study to address accessibility deficiencies and corrective measures for the Village.

Master Facilities Plan, Holmen, WI

Conducted Village-wide facility needs assessment and consideration of alternatives to address the identified ADA, code, physical and space deficiencies with the goal of creating a strategic master facilities report to serve as the road map for future building projects.

Buildings and Parks ADA Compliance Study, Sauk City, WI

Prepared an audit and study to address accessibility deficiencies and corrective measures for the City.

Jason Valerius, AICP

Senior Project Planner, QA/QC

Jason has more than 15 years of community planning and design experience across the Midwest. He has lead the development of comprehensive plans, neighborhood plans and zoning ordinances. Trained in both planning and architecture, he has applied his urban design expertise to the creation of design standards and guidelines for municipalities, and also the design and entitlement process for private development. As Team Leader for the Madison-based Planning and Design team, Jason manages a talented staff with expertise ranging from comprehensive planning and transportation planning to park and recreation plans, landscape architecture, and urban design. Jason serves as the President of the Wisconsin Chapter of the American Planning Association. **Jason will provide overall QA/QC to ensure that the ADA assessment meets the City of Stoughton's goals.**

Education

M.S., Architecture & Urban Planning
University of Wisconsin-Milwaukee

B.A., Government/Psychology
Lawrence University

Registration

American Institute of Certified Planners

Selected Project Experience

Waunakee-Westport Joint Comprehensive Plan and Bike and Pedestrian Updates, Village of Waunakee and Town of Westport, WI

Led the update and consolidation of seven individual and joint plans for these two communities into two jointly-adopted plans.

Comprehensive Plan, Fox Crossing, WI

Provided oversight and quality assurance for the Village's first Comprehensive Plan.

Comprehensive Plan, Burlington, IA

Led a multi-firm team to create and adopt a comprehensive plan in this vibrant river community. Project activities included community survey, focus groups, public information meetings and monthly meetings with an advisory committee.

Comprehensive Plan, Sun Prairie, WI

Lead the creation for the comprehensive plan for the City.

Justine Bradley

Associate Project Architect

Justine's experience includes project CAD drafting and detailing in Revit and AutoCad to develop construction drawings and working directly with the project architect. Some of her other experiences include reviewing shop drawings and digital model development. **Justine will assist Carter and Dan with the building audits, audit report, and transition plan.**

Education

B.S., Architecture
University of Wisconsin-Milwaukee

Selected Project Experience

- **August Derleth Park,** Sauk City, WI
- **Northside Water,** Lomira, WI

Luke Geiger

Document Development,
Landscape Associate

After recently graduating from University of Wisconsin-Madison, Luke has the skills and knowledge to prepare final documents for park design, streetscapes, downtown plazas, planting design and mixed used development projects. **Luke will assist Carter and Dan with site audits, audit report, and transition plan.**

Education

B.S., Landscape Architecture
University of Wisconsin-Madison

Selected Project Experience

- **ADA Facility Audit**, Neenah, WI
- **ADA Facility Audit**, New Berlin,WI
- **ADA Facility Audit**, Elkhorn, WI

Relevant Experience

Since the Americans with Disabilities Act (ADA) of 1990 became a law, MSA has participated in nearly 40 audits and studies that address accessibility deficiencies and corrective measures. A large portion of these reviews took place in the early to mid 1990s. The following list conveys a snapshot of those efforts.

PROJECT	LOCATION	COMPLETION YEAR
ADA Facility Audit	Beloit, WI	Ongoing
Right of Way ADA Transition Plan	Janesville, WI	Ongoing
New Berlin Access Audit	New Berlin, WI	Ongoing
Accessibility Assessment	Elkhorn, WI	Ongoing
ADA Facility Audit	Neenah, WI	2019
Parks ADA Study	Cottage Grove, WI	2017
Park ADA Assessment	Sun Prairie, WI	2016
Access Audit	Waupun, WI	2014
Halfway Creek Park Phase III Improvements	Village of Holmen, WI	2013
Tri Star Marketing, Inc. ADA Surveys (54 sites)	State of Illinois	2012
University of Illinois ADA Study and Improvements	Springfield, IL	2012
Strategic Facilities Master Plan	Vernon County, WI	2011
Strategic Facilities Master Plan	Village of Holmen, WI	2011
ADA Compliance Review, Vernon County, WI	City of Hillsboro, WI	1996
ADA Survey	City of Mayville, WI	1996
ADA Compliance Study	Village of Rio, WI	1996
ADA Public Facility Audit	Green Lake County, WI	1995
Municipal Building & Fire Station ADA Survey	Village of Doylestown, WI	1994
Courthouse ADA Compliance Study	Forest County, WI	1994
Municipal Building ADA Compliance Study	City of Lodi, WI	1994
Buildings and Parks ADA Compliance Survey	Village of Sauk City, WI	1994
Theresa Hall ADA Compliance Study	Village of Theresa, WI	1994
Public Buildings ADA Compliance Study	Adams County, WI	1993
Airport Terminal ADA Compliance Study	Baraboo & Wisconsin Dells, WI	1993
Parks ADA Compliance Study	Village of Spring Green, WI	1993

ADA Facility Audit (ONGOING)

Beloit, WI

In 2019, MSA was hired by the CIty of Beloit to perform an audit of city-owned facilities to determine compliance with Americans with Disabilities Act (ADA) 2010 design standards.

The City of Beloit has a population of approximately 36,000. It has 44 parks with a variety of public buildings and recreational facilities. The City also has 16 buildings that house a variety of uses and with varying levels of general public access. The scope of the MSA project included an on-site audit of each of the City's public parks and publicly accessible facilities.

MSA utilized GIS to record audits, providing streamlined data management and a living database for future improvement tracking.

Project Goals:

1. Provide an evaluation of City facilities including buildings and playgrounds.
2. Provide a spreadsheet and transition plan that can be used to track proposed modifications with the ability for the City to adjust timeframes and priorities.
3. Provide the City with a cost estimate for remediation work required as a result of the evaluations.

ADA Facility Audit

Neenah, WI

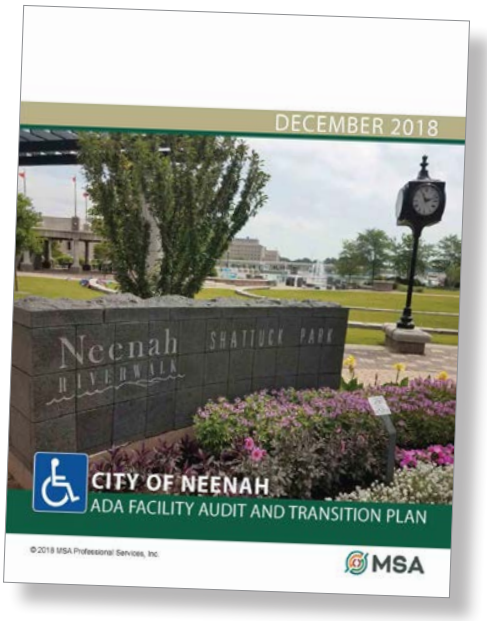
In 2018, the City of Neenah hired MSA to assist with the evaluation of 25 public park properties and nine public buildings within the City to audit compliance under Title II. MSA's team of architects and landscape architects conducted audits of playgrounds, sports fields, parking lots, park buildings and public building interiors.

The Americans with Disabilities Act (ADA) requires transition plans be developed for local governments with 50 or more employees. The required Transition Plan is a planning document which denotes priorities, responsible parties and timelines for ADA compliance in all public facilities. While not required by ADA Title II, the transition plan identifies cost estimates for each correct measure.

MSA developed protocols based on ADA Accessibility Guidelines (ADAAG) and a custom GIS app to streamline information-gathering and ensure a comprehensive, actionable transition plan. Each review contained a map of the extent or buildings layout, photo of the observed deficiency, description of the deficiency and citation of the applicable ADA standard.

The City's Transition Plan includes the following components:

1. An overview of the City of Neenah's priority strategies for implementing corrective measures.
2. Contact information for the staff member designated as the ADA Coordinator and a summary of grievance procedures.
3. A table identifying deficiencies by building and park, including the recommended corrective action, cost estimates, policy provisions to address deficiencies, target year for completion and actual year of completion.



Item #:
10

Deficiency: Lip at entrance to boardwalk greater than 1/4".

Solution: Replace pavement at transition to boardwalk or adjust decking height.

Code: Section 302

Example description of deficiency and corrective action from the report.

Reference Information

James Godlewski, City Attorney
(920) 886-6106
jgodlewski@ci.neenah.wi.us

"Quality, responsiveness and value. I really felt like we got tremendous value for the price."

- James Godlewski via Client Feedback Tool

Accessibility Assessment and Transition Plan

Waupun, WI

MSA reviewed all of the City parks and buildings to assess compliance with the ADA, identified correction measures and prepared costs and development of a Transition Plan for adoption by the City Council.

Reference Information

Jeff Daane, Director of Public Works
City of Waupun
(920) 324-7918
jeff@cityofwaupun.org

Park ADA Assessment

Sun Prairie, WI

The Americans with Disabilities Act, Title II requires a physical accessibility assessment of all existing recreation facilities to determine whether there are elements that create physical barriers to individuals with disabilities. The City of Sun Prairie hired MSA to provide an access audit of the City's 42 parks. Our team of planners and architects conducted audits of playgrounds, sports fields, parking lots and park buildings.

MSA developed protocols and audit sheets for completing detailed assessments of each park. Each check list included:

- Written description of the features being audited (e.g. parking lots, routes to play areas, recreational equipment, restrooms, drinking fountains, shelters, etc.).
- A check box describing whether the feature meets accessibility standards.
- A space for field comments.
- A space to reference digital images of specific deficiencies at each facility or property.
- A space to reference the appropriate ADA code citation.
- A space to identify potential solutions to identified deficiencies.

Since the City employs greater than 50 personnel, it was also required to complete a transition plan. MSA developed a transition plan including the following components:

- An overview of the Parks and Forestry Department's priority strategies for implementing corrective measures.
- Contact information for the staff member designated as ADA Coordinator and a summary of grievance procedures.
- A table identifying deficiencies by park, including the recommended corrective action, cost estimates, target year for completion, and actual year of completion.

Reference Information

Lee Igl, Director of Public Works
City of Sun Prairie
(608) 837-3050
ligl@cityofsunprairie.com

Parks ADA Study

Cottage Grove, WI

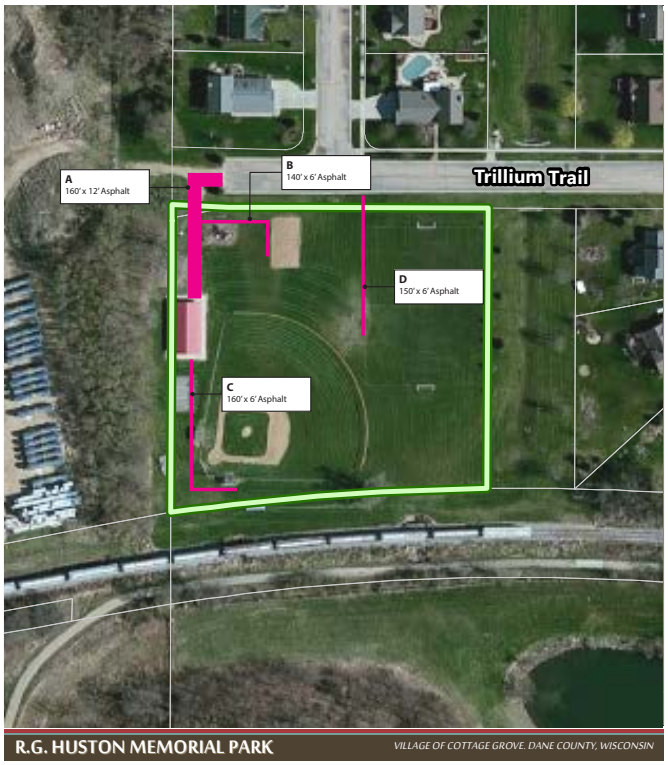
The Americans with Disabilities Act, Title II requires physical accessibility assessments of all existing recreation facilities to determine whether there are elements that create physical barriers to individuals with disabilities. In 2017, the Village of Cottage Grove hired MSA to assist with the evaluation of the Village's 11 public parks and Village Hall.

Our team of planners and architects conducted audits of playgrounds, sports fields, parking lots and park buildings. MSA developed protocols and audit sheets for completing detailed assessments of each park. Each check list included:

- Written description of the features being audited (e.g. parking lots, routes to play areas, recreational equipment, restrooms, drinking fountains, shelters, etc.).
- A check box describing whether the feature meets accessibility standards.
- A space for field comments.
- A space to reference digital images of specific deficiencies at each facility or property.
- A space to reference the appropriate ADA code citation.
- A space to identify potential solutions to identified deficiencies.

Since the Village does not employ more than 50 personnel, it was not required to complete a Transition Plan under Title II; however, as a matter of best practice the Village opted to have MSA complete a Transition Plan. MSA developed a Transition Plan for the Village including the following components:

- An overview of the Parks Department's priority strategies for implementing corrective measures.
- Contact information for the staff member designated as ADA Coordinator and a summary of grievance procedures.
- A table identifying deficiencies by park, including the recommended corrective action, cost estimates, target year for completion, and actual year of completion.
- Maps of the location of proposed new ADA compliant accessible routes to play equipment, shelters and play fields.



KEY

Asphalt

Reference Information

Sean Brusegar, Director of Parks, Recreation and Forestry
(608) 839-8968
Cell: (608) 445-8942
sbrusegar@village.cottage-grove.wi.us

City of Neenah, WI

James Godlewski, City Attorney
(920) 886-6106
jgodlewski@ci.neenah.wi.us

Village of Cottage Grove, WI

Sean Brusegar, Director of Parks, Recreation and Forestry
(608) 839-8968
Cell: (608) 445-8942
sbrusegar@village.cottage-grove.wi.us

City of Sun Prairie, WI

Lee Igl, Director of Public Works
(608) 837-3050
ligl@cityofsunprairie.com

Village of Holmen, WI

Scott Heinig, Village Administrator
(608) 526-6305
heinig@holmenwi.com

WHAT OUR CLIENTS ARE SAYING.

CITY OF NEENAH
ADA Facility Audit

"I think the approach you take is perfect for smaller-sized municipalities like ours."

"Quality, responsiveness and value. I really felt like we got tremendous value for the price.

- James Godlewski, City of Neenah Attorney, via Client Feedback Tool

Scope of Facilities

The City of Stoughton is interested in an ADA Facility Audit for its parks and park buildings.

The assessment shall be conducted at the following buildings and grounds operated by the City of Stoughton. The components of the facilites to be reviewed are those areas where the public engages and/or staff office areas, as required under ADA Title II. (*Note: the following list of facilities are as presented in the 2018 CORP; the list of facilities to be audited will be reviewed with the City to determine the extent of public access. Based upon this review, not all facilities will be part of the final scope of the audit and transition plan.*)

CITY PARK FACILITIES

EXISTING FACILITIES MATRIX — **City of Stoughton Parks and Open Spaces**

			PASSIVE AREAS						INFORMAL ACTIVE GAMES						HARD SURFACED COURTS						SEASONAL										TRAILS				SPECIAL EVENT AREAS			SERVICE AND SUPPORT FACILITIES								
Designation	Acreage	Facility	Open Space	Dog Park	Disc golf	Picnic area	Play equipment	Biking/walking	Soccer	Sandlot backstop	Baseball	Softball/Youth baseball	Football	Sand Volleyball	Basketball	Tennis	Pickleball	Horseshoes	Skateboard Area	Exercise Stations	Pool/Splash Pad	Swimming Beach	Golf Course/Driving Range	Community Gardens	Camping Facilities	Ice Skating/Hockey	Sledding	Fishing Area	Xcountry Skiing	Boat Launch	River/Lake Access	Pedestrian	Multi-Use	Mountain Bike/BMX	Snowmobile	Performance Stage	Zoo	Event area	Other building	Restrooms	Park Shelter	Pedestrian Access	Transit Capabilities	Drinking Water	ADA Accessibility	Bicycle Parking	Automobile Parking
MINI PARKS																																														
	0.22	Criddle Park				◆	◆								◆																										◆	◆			◆		
	0.76	Division Street Park																										◆		◆	◆								◆			◆					◆
	1.36	Riverside Park				◆																						◆			◆	◆										◆					
	0.13	Roby/Page Park				◆	◆																																			◆					
NEIGHBORHOOD PARKS																																														
	7.23	Bjoin Park	◆			◆	◆					◆			◆	◆		◆																						◆	◆			◆			
	1.31	Dunkirk Avenue Park	◆				◆			◆					◆																◆											◆					
	1.95	East Side Park	◆			◆	◆							◆	◆	◆	◆	◆																						◆	◆	◆		◆			
	14.96	Lowell Street Park				◆	◆	◆				◆			◆									◆									◆	◆						◆	◆			◆			
	6.62	Nordic Ridge Park	◆			◆			◆												◆																			◆	◆	◆	◆		◆	◆		◆
	8.00	Norse Park				◆	◆				◆				◆	◆									◆							◆							◆	◆	◆			◆			◆
	10.41	Schefelker Park	◆				◆	◆		◆																						◆										◆					◆
	3.93	Veteran's Memorial Park	◆			◆	◆										◆										◆				◆										◆	◆				◆
	6.96	Virgin Lake Park	◆			◆	◆	◆	◆						◆																									◆	◆	◆		◆			◆
	5.06	Westview Ridge Park	◆			◆	◆								◆																											◆					
COMMUNITY PARKS																																														
	33.20	Mandt Park				◆	◆	◆				◆			◆				◆		◆	◆									◆	◆				◆		◆	◆	◆	◆	◆	◆	◆	◆		◆
	28.56	Racetrack Park	◆			◆	◆		◆		◆	◆			◆																								◆	◆	◆	◆		◆			◆
SPECIAL USE PARKS																																														
	1.29	Heggestad Park						◆																								◆									◆	◆			◆		
	0.71	Stoughton Rotary Park				◆																																			◆	◆		◆	◆		
	0.44	Victorian Garden																						◆																		◆		◆			
CONSERVANCY/NATURAL AREAS																																														
	52.55	AJ Admunson Park	◆		◆			◆																								◆	◆														◆
	1.10	Nottingham Park	◆																																							◆					
	5.66	Roby/Page Conservancy																														◆										◆					
	41.65	Settler's Point Parkland																										◆			◆	◆															
	10.50	Virgin Lake Natural Area																													◆	◆	◆									◆					
	42.14	Yahara River Natural Area																													◆	◆	◆									◆					
TOTAL ACREAGE:	**286.70**																																													

Project Approach

MSA has divided the scope of services to provide the City of Stoughton with an American with Disabilities Act Facility Audit and Transition Plan into the following phases and tasks:

PHASE I: FACILITIES AND PARK AUDIT/REPORT

Task 1 - Kick-off Meeting and Facility Review
(Meeting #1 - In-Person)

MSA will meet with City Staff to review park facilities to verify the areas and extent of the facilities included in each site audit.

- Prior to the meeting, MSA will utilize available GIS data to map park facility site boundaries.
- City to provide building plans or layouts if available.
- MSA to review Audit process with City.

Task 2 - Field Inventory/Site Audits

MSA will conduct a field inventory of the public areas for the existing City of Stoughton Park facilities.

- MSA staff will identify accessibility deficiencies at each facility in accordance with applicable Americans with Disabilities Act Accessibility Guide (ADAAG) 2010 Standards and/or the American National Standards Institute - National Standard for Accessible and Useable Buildings and Facilities (ANSI A117.1).
    - *Note: The ANSI standards are almost identical to the Americans with Disabilities Act Accessibility Guide (ADAAG). The primary difference between the two is that ADAAG is part of the overall ADA, which is federal civil rights legislation, while ANSI A117.1 is the accessibility standard adopted by the state of Wisconsin under the Wisconsin State Building Code, and it is understood that this standard achieves ADA compliance.*
- Review is limited to public use and access areas of the listed facilities. Review of non-public areas—such as, but not limited to—staff-only offices or storage areas are not included. This will be identified with City Staff in Task 1.
- MSA staff will wear MSA branded clothing and name tags to identify themselves while conducting site audits.
- MSA will prepare an accessibility audit flyer to distribute during audits to residents and/or site users who would like more information about the audit process.
- Audits of exterior park facilities will be collected using ESRI ArcGIS Collector and used to assist MSA in developing the Transition Plan. *(Access to a customized ArcGIS Online Site or transfer of data to City GIS system can be coordinated as an additional service.)*

Task 3 - Accessibility Audit Reports (Report Section I)

MSA will provide a condensed Accessibility Deficiency Summary Report (Section I of the final report) identifying:

- Summary of audit methodology.
- Summary spreadsheet of observed deficiencies.

MSA will also provide Site-Specific Audit Reports for each facility, including:

- Cover page of park boundary with aerial photo, highlighting audited structures.
- Summary of each audit identifying observed deficiencies with photographs from time of audit, identification of potential corrective measures, and reference to the applicable section of ADAAG or Building Code.

Task 4 - Review Audits with City Staff
(Meeting #2 - Teleconference)

MSA will review the draft assessment findings with the City including the Site-Specific Audit Reports and Accessibility Deficiency Summary Report and discuss recommended corrective measures to prioritize over the next five years for inclusion in the Transition Plan.

- Review Site-Specific Audit Reports and Accessibility Deficiency Summary.
- City Staff will identify phasing of recommended corrective measures to prioritize over the next five years.

PHASE II: TRANSITION REPORT

Task 1 - Transition Plan (Report Section II)

MSA will prepare an ADA Transition Plan, including ballpark cost estimates for corrective measures recommended to occur based on the feedback from the staff meeting. The Transition Plan Report will include:

- Introduction/purpose statement.
- Summary of how the City determines priorities and will monitor progress for corrective measures.
- Summary of ADA Coordinator contact and grievance procedures. (If available, the City's existing Request for Reasonable Accommodation will be included in the appendix.)
- Summary of Transition Plan timeline.
- Summary spreadsheet of deficiencies by facility or park, with target year corrective measure timelines and estimated costs.

Task 2 - Review Draft Transition Plan with City Staff (Meeting #3 - In-Person)

MSA will review the Transition Plan with City Staff.

- Review Transition Plan spreadsheet and cost estimates.
- Revise and finalize Transition Plan Report.

PHASE III: FINAL REPORT AND PRESENTATION

Task 1 - Develop Final Report Document

MSA will compile the Accessibility Deficiency Summary Report and Transition Plan Report into one complete final report.

- MSA will revise the Transition Plan Report and spreadsheet based on feedback received during the final staff meeting.
- MSA will provide City Staff with a digital version of the report for review.
- MSA will revise and finalize report based on staff feedback.

Task 2 - Review Final Report with City Staff (Meeting #4 - Teleconference)

MSA will meet with City staff to review the final report, make edits to the Transition Plan and discuss the final presentation.

Task 3 - Present Final Report to the City Park & Recreation Committee (Meeting #5 - In-Person)

MSA will present an overview of the final report to the City.

ADDITIONAL SERVICES

1. ESRI ArcGIS Online Site or GIS data files of exterior site (park) audits. Option to provide City with an ArcGIS Online database of identified exterior deficiencies for tracking and record of completion.
2. Detail drawings depicting proposed corrective measures.
3. Additional meetings to discuss prioritization of corrective measures and complete transition plan data entry (other than identified in Phase II, Task 2).
4. On-site training with City Staff on identification and monitoring of ADA deficiencies.
5. Presentation to City Council.

WORK NOT INCLUDED

1. Review of policies, procedures, programs, communications, and website and media information.
2. Review of non-public areas of City Park Buildings.
3. Design and construction drawings and/or specification development.
4. Detailed land surveying by field survey crews, professional land surveyors, etc.
5. Design documents, construction documents, bidding services and construction services for the needed alterations.
6. Review of other City parcels or facilities not expressly identified in this scope of services.
7. City right of way areas or public transit vehicles.
8. Playground safety audits.
9. Review of process areas.

MEETINGS AND DELIVERABLES

MSA proposes the following meetings:

- Meeting 1: Kick-off Meeting and Facility Identification (in Stoughton)
- Meeting 2: Review Audits with City Staff (teleconference)
- Meeting 3: Review Draft Transition Plan with City Staff (in Stoughton)
- Meeting 4: Review Final Report and Draft Presentation with City Staff (teleconference)
- Meeting 5: Present Final Report to the City Park & Recreation Committee (in Stoughton)

MSA will provide one color hard copy and one electronic version (PDF) of the final reports. The final Transition Plan table will be provided in Microsoft Excel format.

1. Accessibility Deficiency Summary Report and Site Specific Audit Reports (individual park maps, accessibility audit checklists).
   - Summary of audit methodology.
   - Summary spreadsheet of observed deficiencies.
   - Site-specific audit reports.
2. Transition Plan Report
   - Introduction/purpose statement.
   - Summary of how the City determines priorities and will monitor progress for corrective measures.
   - Summary of ADA Coordinator contact and grievance procedures (Request for Accommodation).
   - Summary of Transition Plan timeline.
   - Summary spreadsheet of deficiencies by facility or park, with target year corrective measure timelines and estimated costs.
3. Appendix of Applicable References, including but not limited to:
   - Audit Informational Flyer.
   - Grievance Procedure (Request for Reasonable Accommodation) Form.
   - Contact Information for ADAAG, ANSI, and Great Lakes ADA.
   - ADAAG or ANSI Sections as required to justify specific corrective measure or policy based accommodation.

MSA will provide electronic versions (PDF format) of all draft documents prior to each staff meeting.

Timeframe For Completion

The approximate start date to perform this work is April 2020 with an estimated completion date in September 2020 to present final report at a meeting of the City's Park & Recreation Committee. There may be flexibility to adjust this schedule if the City desires, but the exterior areas will need to be free of snow to the extent necessary to observe the conditions at the time of the site audits.

APRIL 2020

- *Kick-Off with Staff (Mtg. #1)*
- *Site Audits*

MAY 2020

- *Review Audits with Staff (Mtg. #2)*
- *Begin Transition Plan*

JUNE/JULY 2020

- *Review Draft Transition Plan and Preliminary Cost Estimates with Staff (Mtg. #3)*

JULY/AUGUST 2020

- *Draft Final Report to Staff for Review*
- *Review Final Report with Staff (Mtg. #4)*

SEPTEMBER 2020

- *Present Final Report (Mtg. #5)*

ASSISTANCE FROM THE CITY

- Provide listing of facilities and parks with street addresses.
- Provide up-to-date tax parcel map data with mapping of property boundaries.
- Provide existing building facility floor plans or plan diagrams for all building to be reviewed over 5,000 square feet, if available.
- Provide clarification/designation of public facilities areas.
- Provide copies of studies, plans and reports that include information on community park improvement plans (as applicable).
- Designate a person to act as the City's representative with respect to the services to be performed under this Agreement; such person shall have complete authority to transmit instructions, receive information, interpret and define City policies and decisions with respect to the services. Such person shall serve as the point of contact for public or media inquiries regarding this project
- Provide MSA with access to all facilities to be audited or provide a city representative to open facility and/or accompany MSA staff.
- Identify specific timeline desired for individual corrective measures for observed deficiencies. (MSA will populate an Excel table of all deficiencies.)

PROJECT COST

Project Cost

MSA's lump sum fee for the described scope of services is **$23,800**, including reimbursable expenses.

PHASES		FEES
PHASE I		$16,000
	Task 1 - Kick-off Meeting and Facility Identification (Meeting #1 - Stoughton)	
	Task 2 - Field Inventory/Site Audits	
	Task 3 - Accessibility Audit Reports	
	Task 4 - Review Audits with City Staff (Meeting #2 - Teleconference)	
	Project Management and QA/QC	
PHASE II		$4,800
	Task 1 - Transition Plan	
	Task 2 - Review Transition Plan with City Staff (Meeting #3 - Stoughton)	
	Project Management and QA/QC	
PHASE III		$2,390
	Task 1 - Compile Final Report Document	
	Task 2 - Present Final Report to the City Staff (Meeting #4 - Teleconference)	
	Task 3 - Present Final Report to City's Park & Recreation Committee (Meeting #5 - Stoughton)	
	Project Management and QA/QC	
EXPENSES		$610
TOTAL		**$23,800**

AYRES ASSOCIATES

October 17, 2019

City of Stoughton
Dan Glynn
Director of Parks and Recreation
207 S. Forrest Street
Stoughton, WI 53589

Re: Request for Proposal for ADA Audit and Transition Plan

Dear Dan:

Ayres Associates is pleased to present our proposal to provide Americans with Disabilities Act (ADA) auditing services for the park buildings and grounds in the City of Stoughton. Ayres brings a team of two licensed professionals who are well-versed in ADA accessibility requirements. I, Blake Theisen, a landscape architect and certified playground safety inspector, have completed dozens of park evaluations for Wisconsin communities and institutions.

Travis Schroeder, a registered architect, has completed dozens of park evaluations, and also brings expertise in ADA code compliance for buildings as well. Being a Wisconsin-licensed architect and practicing exclusively in the state, he is well-versed in design and evaluating buildings to the Wisconsin adopted accessibility standards.

Our field analysis team will be supplemented by our design technician Aaron Okeefe. Aaron was instrumental in the data collection and completion of the recently adopted CORP. We feel our in-house team can cover both your parks and buildings and will be an efficient and consistent team to handle the requests for your accessibility audit.

We look forward to this challenge and thank you for your consideration.

Sincerely,

Ayres Associates Inc

Blake Theisen, PLA, ASLA, CPSI
Landscape Architect

608.255.0800
Direct: 608.441.3569
Cell: 608.886.6808
TheisenB@AyresAssociates.com

Bruce Morrow, PLA, LEED AP
Manager - Landscape Architect

608.255.0800
Direct: 608.441.3573
Cell: 608.220.0042
MorrowB@AyresAssociates.com

Hire Smart®

Firm Experience

VISION

OPPORTUNITY

LEVERAGE

ACTION

SUSTAINABILITY

SOLUTIONS

Ayres Associates is a multispecialty architectural/engineering firm that has assisted public and private clients since 1959, offering services in landscape architecture, architecture, environmental science, surveying, grants, planning, geospatial mapping, and GIS, as well as transportation, traffic, civil, structural, water resources, and river engineering. Our superb project managers build long-term relationships with clients while reliably solving problems, stretching dollars, and navigating regulations.

Our clients are served by over 290 employees through our 13 offices in Wisconsin, Florida, Colorado, Wyoming, and Arizona. Ayres can deliver consultant services for an entire project cycle, from early planning through construction.

Ayres staff members bring a reputation for leadership in planning and design of urban spaces, parks, campuses, and other open spaces, as well as providing expertise in ecology and bike/pedestrian facilities.

Ayres' Services Include

- Master planning
- Landscape design
- Stormwater ponds
- Parks
- Trails
- Planting plans
- Athletic fields
- Park facilities
- Park condition analysis
- Playground assessments
- Safe community design
- Grant writing and funding
- Partnership assistance
- Public process and consensus building

Project Manager

Blake Theisen, PLA
TheisenB@AyresAssociates.com
608.441.3569

Blake Theisen

Travis Schroeder

Blake Theisen, PLA

Landscape Architect

19 Years

BA, Botany, Miami University of Oxford Ohio, 1999

Professional Landscape Architect, WI, MI, IA, IN, IL, CO, AZ, MN, TX, NE

Blake has been providing exceptional recreational facility site analysis, planning, design, and implementation since 1999. His start-to-finish involvement ensures that projects are delivered on time and as envisioned. A skilled and visionary project leader, Blake's project expertise includes comprehensive outdoor recreation plans, park master plans, athletic complexes, community water parks, skate parks, and playgrounds.

Blake is a regular speaker at state and national conferences on the subjects of innovative design and materials use, public involvement, and community planning. He is a skilled public process facilitator and a trusted convener of community leaders. From a project's conceptualization through its planning and development, he strives for practical, sustainable solutions.

Related Projects

- ADA Assessment and Transition Plan, Plymouth, WI
- ADA Assessment and Transition Plan, Gilbert, AZ
- Monona Parks ADA Audit, Monona, WI
- Site and Building ADA Assessment Toolkit, Menasha, WI
- Milwaukee Public Schools Athletics/ADA Compliance, Milwaukee, WI
- Downtown/Riverfront Plan, ADA-Compliant Analysis, Burlington, WI
- Pheasant Branch Conservancy ADA Analysis and Upgrades, Middleton, WI
- Papago Park sidewalk ADA Assessment, Tempe, AZ

Travis Schroeder, AIA, LEED AP BD+C

Project Architect

17 Years

BS, Architectural Studies, University of Wisconsin-Milwaukee, 2001

Registered Architect, WI

Travis joined Ayres Associates in 2013, bringing 11 years of experience. He has extensive experience in architectural planning, design, and construction administration. His responsibilities at Ayres Associates include client contact, project development, and construction administration. He has a passion for the whole project design and construction process and applies his enthusiasm to projects of all sizes. His results and clients' satisfaction are a testament to this philosophy.

Related Projects

- ADA Assessment and Transition Plan, Plymouth, WI
- ADA Assessment and Transition Plan, Gilbert, AZ
- ADA/AA and Parks and Facility Accessibility Audit, Eau Claire, WI
- Fritsch Park Redevelopment ADA-Accessible Facilities, Town of Menasha, WI
- Dunn County Transit Facility – Design and Construction Oversight/ADA Standards Review, Menomonie, WI
- Bubolz Nature Preserve Center Design Services/ ADA Standards Review, Appleton, WI
- Medford Park Shelter/ADA Standards Review, Medford, WI
- UW-River Falls Falcon Center Renovations and Addition/ADA Standards Review, River Falls, WI
- ADA/AA and Parks and Facility Accessibility Audit, De Pere, WI
- ADA/AA and Parks and Facility Accessibility Audit, Bellevue, WI
- ADA/AA and Parks and Facility Accessibility Audit, Allouez, WI

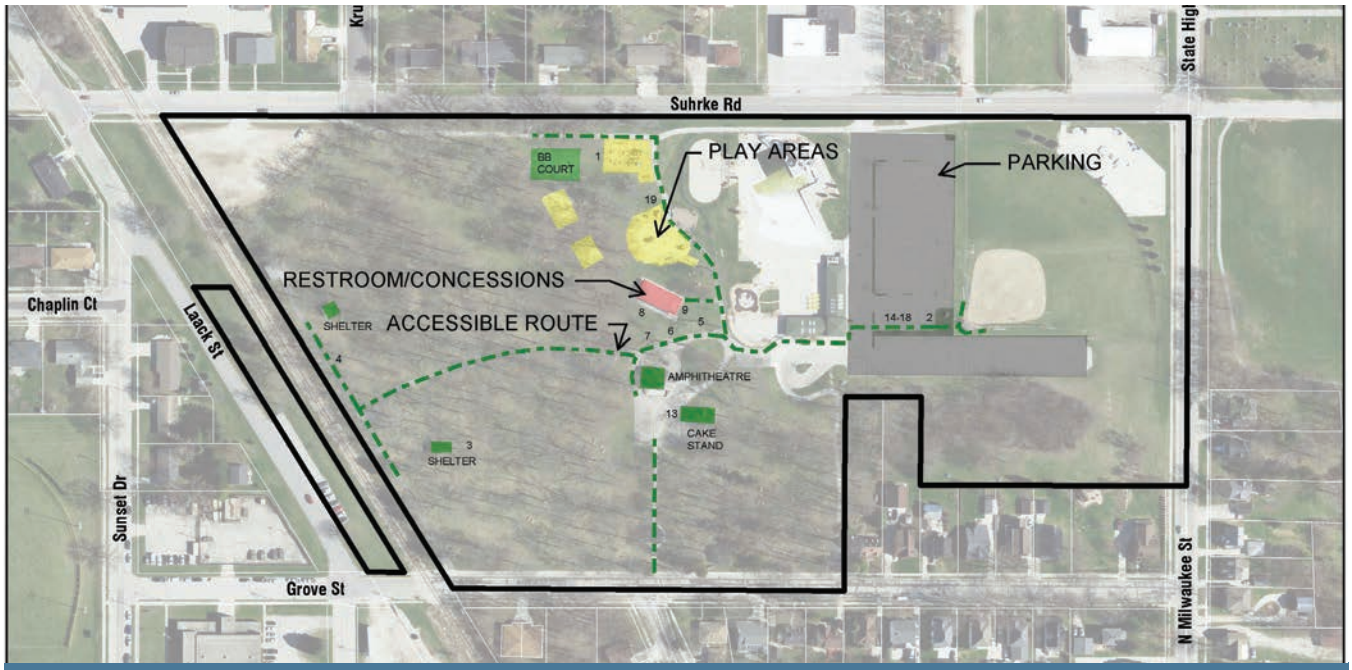
ADA/AA PARKS AND FACILITIES EVALUATION AND TRANSITION PLAN
Eau Claire, WI

The City of Eau Claire hired Ayres Associates to provide an evaluation of all of its Parks and Recreation Buildings for compliance with the Americans with Disabilities Act (ADA). The 28 parks included 382 acres, 28 miles of trails, one ice arena, one baseball stadium, one football stadium, and many playground structures and restroom facilities. Ayres evaluated all facilities for physical accessibility and provided the City with a comprehensive report/evaluation checklist that detailed all areas inspected and noted either compliance or non-compliance of each item. Ayres staff met regularly with the City to describe the process and to make sure that the services and deliverables provided were understood and usable by the City as its park compliance evolved.

Ayres staff also met with and described to the City how particular physical barriers presented difficulty for park patrons. Ayres provided cost estimates for each deficiency and included a brief explanation of how to remedy each item. A one-page summary list was used for each park that described the programs offered, the facility use level, and non-compliant items ranging from high to low. In the two years since the study was completed, Ayres continues to provide the City with consultation on the evaluation and Transition Plan as the City seeks to improve its accessibility to include all residents and visitors.

Client:
City of Eau Claire

Reference:
Todd Chwala,
Superintendent of Parks, Forestry, and Cemetery
715.839.5039
todd.chwala@eauclairewi.gov



ADA TRANSITION PLAN, Plymouth, WI

The City of Plymouth recognized the importance of providing recreational facilities that meet the needs of the entire population of community residents. Ayres Associates was hired to complete an assessment of all park and publicly accessed facilities within the City and develop an ADA Transition Plan. The project included in-depth review of the physical conditions in 18 parks, 2 cemeteries, and 6 public works buildings including City Hall, and public safety buildings (fire and police). The assessment also encompassed special use recreation facilities such as the aquatic center and skateboard park.

The team assembled the plan, developed detailed recommendations for improvements, 10-year capital budget plan, and facilitated public presentations.

Recommendations stemming from the assessment focused on safety issues first, followed by function and ease of use. The Ayres team continues to work with the City on implementation of these plan recommendations.

Client: City of Plymouth

Reference:
Cathy Austin,
Director of Public Works/City Engineer
920.893.1471
CAustin@plymouthutilities.com

Site Evaluations Completed by Travis Schroeder

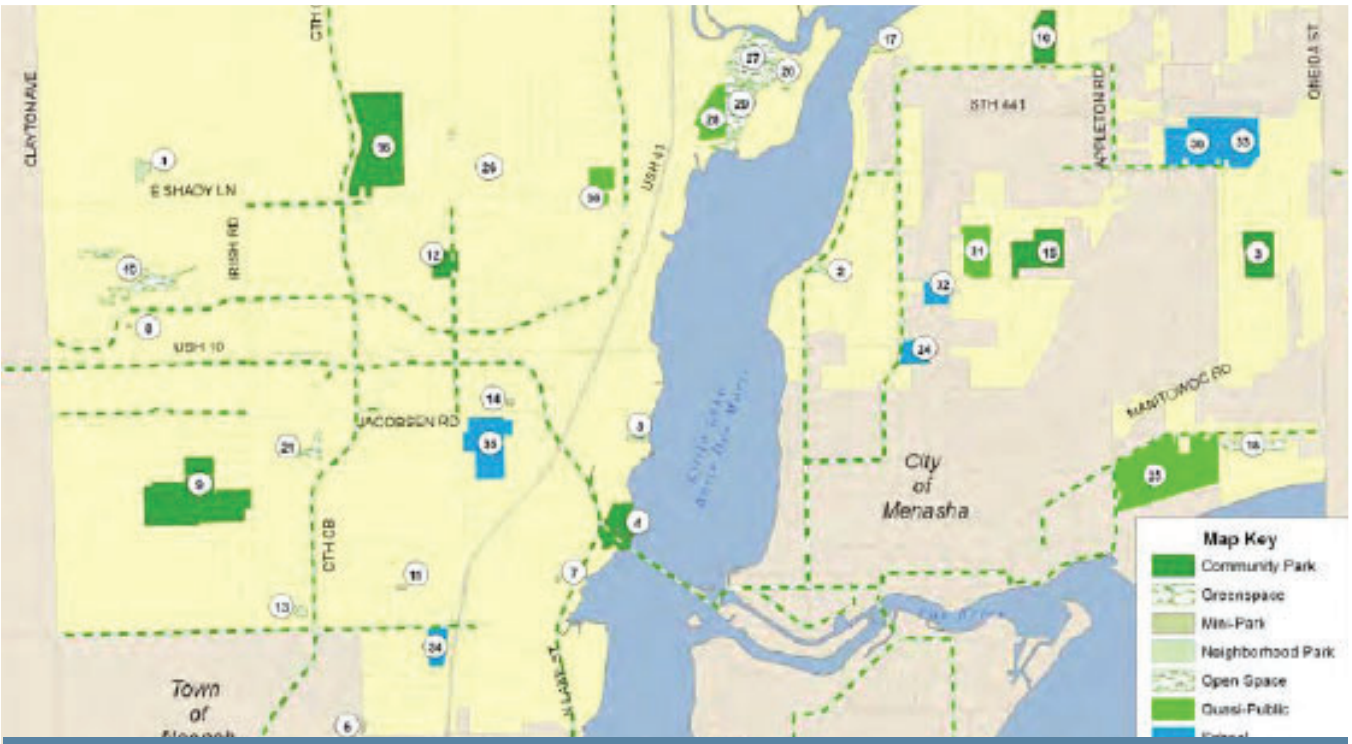
Code Section	Element	Comments
	2010 ADA Standards for Accessible Design	
1008	Play Areas	
	Number of Elevated Play Components	18
	Number of Elevated Play Components on an Accessible Route (50% required to be on an accessible route)	NC, 3 provided (9 required)
	Number of Ground Level Play Components on an Accessible Route	24

Table 15.6.2.2

Number of elevated play components provided	Minimum number of ground-level play components required to be on accessible route	Minimum number of different types of ground-level play components required to be on accessible route
1	Not applicable	Not applicable
2 to 4	1	1
5 to 7	2	2
8 to 10	3	3
11 to 13	4	3
14 to 16	5	3
17 to 19	6	3
20 to 22	7	4
23 to 25	8	4
More than 25	8 plus 1 for each additional 3 over 25, or fraction thereof	5

City of Plymouth
City Park

ADA Accessibility
Play Area Checklist



SITE AND BUILDING ADA ASSESSMENT TOOLKIT, Menasha, WI

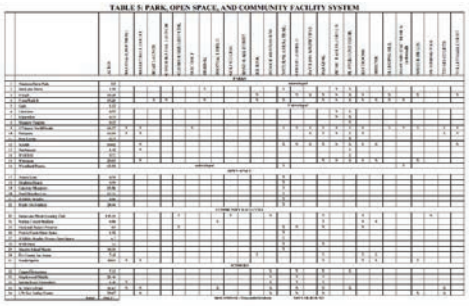


TABLE 5: PARKS, OPEN SPACE, AND COMMUNITY FACILITY SYSTEM

See ADA 2010 Section 206: Accessible Routes				
Item	Technical Requirements	Yes	No	NA
Accessible Route Site-Public Transportation	Is there an accessible route within the boundary of the site linking an accessible building entrance with the following, if provided: public transportation stops; passenger loading zones; public streets and sidewalks?	■		
Route for General Public	Does the accessible route generally coincide with the route for the general public, to the maximum extent feasible?	■		
Buildings Connected	Is there an accessible route connecting accessible buildings, facilities, elements and spaces on the same site? An accessible route must also connect in areas of sport activity (the route must connect directly to both sides of court-type facilities). See exceptions listed on Summary Sheet 2.		■	
Public Entrance	Are 60% of the public building entrances accessible? See Section 206.4 for exceptions on alterations and historic buildings.			■
Accessible Route Size - Width	Is the accessible route at least 36 inches wide except at doorways or gates?		■	
U-Turn	Where the accessible route makes a U-turn around an obstacle less than 48 inches wide, is the pathway width at least 42 inches on approaches, and 48 inches in the turn? See figure 403.5.2			■
Passing Spaces	If the accessible route is less than 60 inches wide, are there passing spaces at least 60 inches wide and 60 inches long or intersecting walks allowing passing at reasonable intervals not exceeding 200 feet?		■	
Provisions for Persons Who Are Blind - Head Room	Is there at least 80 inches clear head room on an accessible route?		■	
Curve Detectable Barrier Where Head Room is Less Than 80 Inches	If there is less than 80 inches clear head room in an area adjoining an accessible route, is there a curve detectable barrier within 27 inches of the floor?		■	
Protruding Objects	If objects mounted in the wall have leading edges between 27 and 80 inches from the floor, do they project less than 4 inches into the pathway? (Wall mounted objects with leading edges at or below 27 inches may project any amount so long as the required clear width of an accessible route is not reduced.)			■
	Do free standing objects mounted on posts with leading edges between 27 and 80 inches high (such as a sign or telephone) project less than 12 inches into the perpendicular route of travel?	■		

See ADA 2010 Section 1008: Play Areas				
Item	Technical Requirements	Yes	No	NA
Route for General Public	Does the accessible route to the play equipment generally coincide with the route for the general public, to the maximum extent feasible?			
Accessible Route Size - Width	Accessible routes connecting play components shall provide a clear width of at least 80 inches. Exceptions: 1. In play areas less than 1000 square feet, the clear width of accessible routes shall be permitted to be 44 inches minimum, if at least one turning space complying with Section 304.3 (minimum turning space of 60 inches in diameter or a T-Shaped turnaround per Figure 304.3.2). 2. The clear width of accessible routes wide or permitted to be 36 inches minimum for a distance of 24 inches maximum provided that multiple reduced width segments are separated by segments that are 60 inches wide minimum and 60 inches long minimum.		■	
Elevated Accessible Route	The clear width of accessible routes connecting elevated play components shall be 36 inches minimum. Exceptions: 1. The clear width of accessible routes connecting elevated play components shall be permitted to be reduced to 32 inches minimum for a distance of 24 inches maximum provided that reduced width segments are separated by segments that are 48 inches long minimum and 36 inches wide minimum. 2. The clear width of transfer systems connecting elevated play components shall be permitted to be 24 inches minimum.		■	
Accessible Route Exceptions	Accessible routes serving ground level play components and elevated play components shall be permitted to use the following exceptions: 1. Transfer systems complying with Section 1008.3 (see requirements below) are permitted to connect elevated play components except where 20 or more elevated play components are provided, no more than 25 percent of the elevated play components are permitted to be connected by transfer systems. 2. Where transfer systems are provided, an elevated play component shall be permitted to connect to another elevated play component as part of an accessible route.	■		
Soft Contained Play Structure Exception	Accessible routes serving soft contained play structures are permitted to use accessible transfer systems (Section 1008.2.2) as part of an accessible route.			■
Water Play Component Exception	Accessible routes serving water play components are permitted to use the following exceptions: 1. Where the surface of the accessible route, clear floor or ground spaces, or turning spaces serving water play components is submerged, compliance with Sections 302 (stable, firm and slip resistant surfaces; openings in floor or ground surfaces greater than 1/2 inch) 403.3 (running slope no steeper than 1:20 and cross slope not steeper than 1:48), 405.3 (cross slope not steeper than 1:48) and 1008.2.6 (clear floor and	■		

Working within the framework of the revised Department of Justice *2010 ADA Standards for Accessible Design*, Ayres Associates provided the Town of Menasha with a tool to better understand its local conditions and compliance of park and recreation facilities within the community. The tool focused on existing facilities as of January 2012.

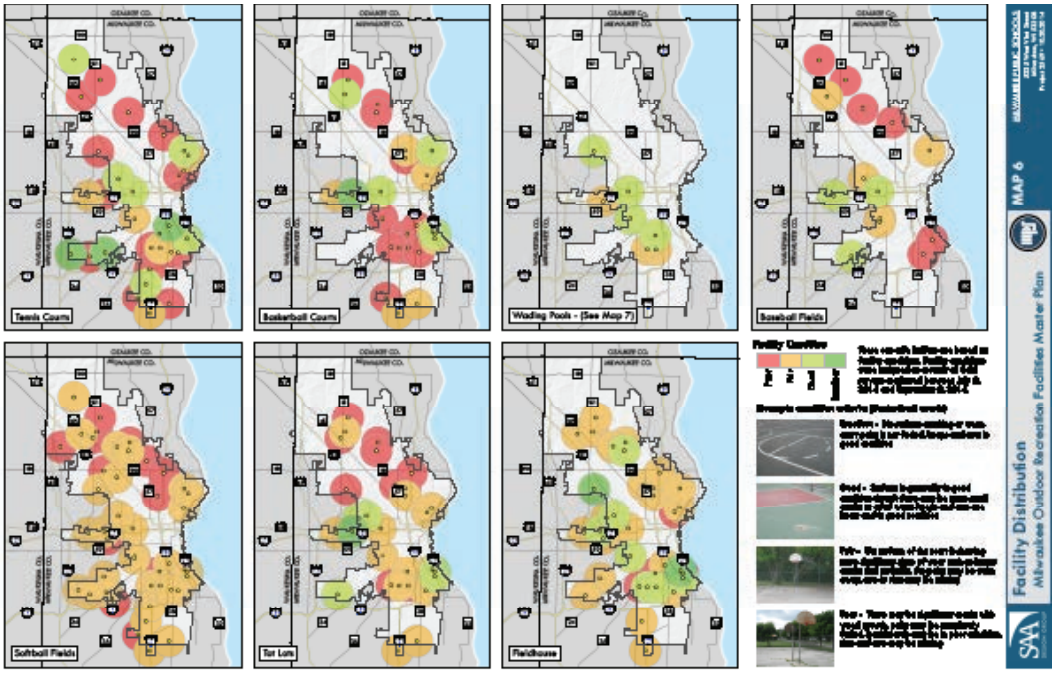
Ayres worked collaboratively with Parks staff to build an audit tool that was easily used across the Town's properties. The approach was based on the notion that if staff were able to identify and evaluate ADA issues, they would be better positioned to prioritize and budget for solutions and proactively implement barrier-free designs.

The purpose of the tool was to enable Town staff to survey places of public accommodation, commercial facilities, and transportation facilities for compliance with the new construction and alterations requirements of Titles II and III of the ADA Standards. The checklists can also be used to identify barriers in existing sites, facilities, buildings, and elements.

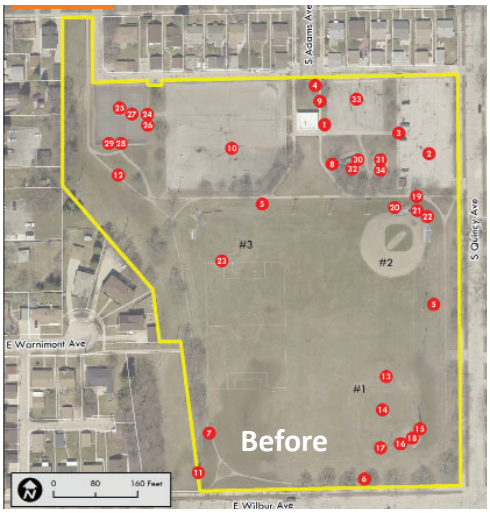
Client:
Town of Menasha
Parks Department

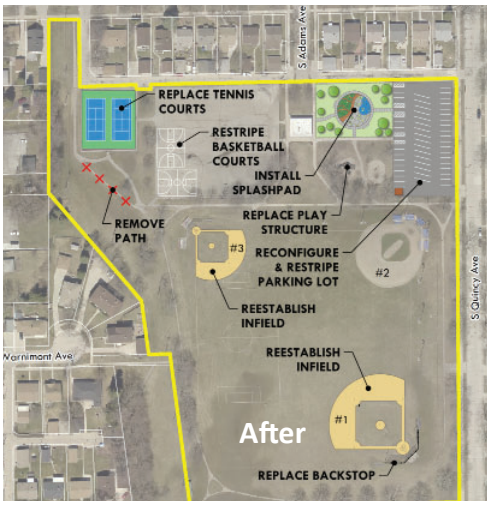
Reference:
Mike Kading,
Former Parks Director
920.886.6062
mkading@ci.neenah.wi.us

AYRES ASSOCIATES



MILWAUKEE PUBLIC SCHOOLS ATHLETICS, Milwaukee, WI





The Milwaukee Public School District (MPS) manages 57 park sites across Milwaukee County for recreation programming throughout the year. The facilities range in size from a small tot-lot to multi-plex ball diamonds to wading pools. MPS recognized the need for a comprehensive facility analysis and retained Ayres Associates to assist with the undertaking.

Ayres completed a full analysis of sites and buildings for each site to establish a baseline inventory of park assets. From the field discovery, detailed recommendations and cost estimates were developed for needed improvements to aid in the capital budget process.

Recommendations focused on safety issues, connectivity, ADA compliance, and long-term viability and maintenance requirements. A detailed set of recommendations for the ADA Transition Plan was presented to MPS staff, and Ayres provided in-the-field training.

Client:

Milwaukee Public Schools

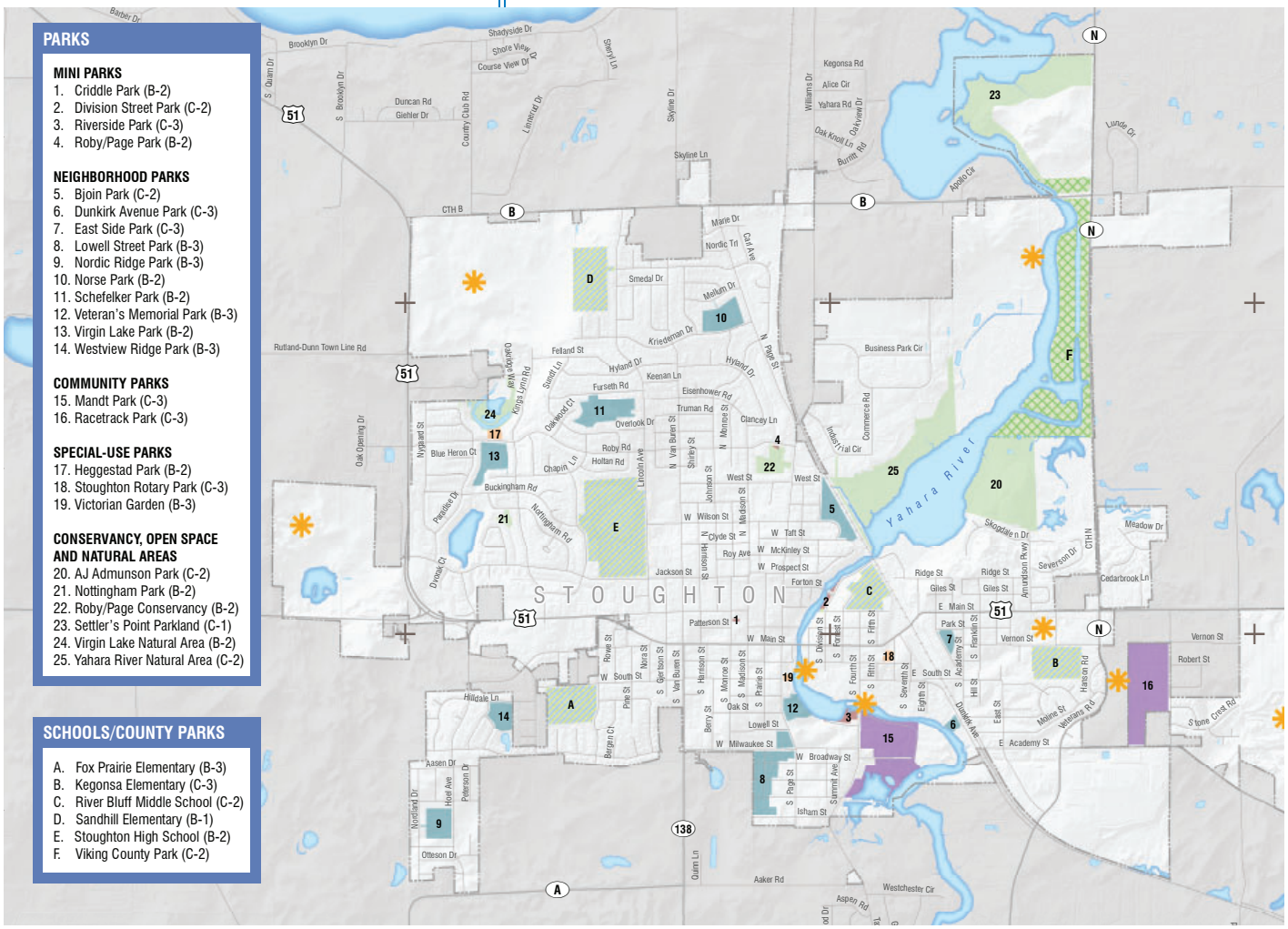
Reference:
Lynn Greb, Manager of Operations
414.475.8191
grebla@milwaukee.k12.wi.us

AYRES ASSOCIATES

Project Understanding and Scope

Understanding

It is our understanding that the City would like professional access audits conducted for the public use spaces at the all of the park facilities within the city. The data collected by the audits will be utilized to formulate ADA compliance checklists and a long term transition plan. The system is comprised of 25 properties and various recreational trail segments throughout the community. The city will need to provide our team keys to all buildings to permit a thorough inspection of interior spaces.



Project Scope/Work Plan

Attend kickoff meeting with City staff and advisory committee (Meeting #1). This meeting will address topics including:

- Goals and objectives
- Establish project timeline and schedule any subsequent meeting dates.
- Examples of proposed deliverables

Perform ADA compliance evaluation for exterior and interior public access spaces within each park and facility. Results to include:

- Summary of each facility and property
- Checklists noting any deficiencies found and appropriate code reference, with a photo of the specific deficiency
- Recommendations for corrective action for each deficiency
- All deficiencies will be prioritized and will form the basis of the Plan

When evaluations are at about 50%, Ayes will meet with the City (Meeting #2). This meeting will address topics including:

- Review findings to this point
- Discuss priorities for the non-compliant items

Ayres will meet a final time at 95% with the City (Meeting #3) when the project is complete to review the full findings and review the Final Plan.

- Review findings of all parks and facilities
- Review priority items and corrective recommendations
- Review Transition Plan draft

Attend a Plan Commission or Council meeting to present the evaluation process, findings and potential corrective action (i.e. Facility Study/Plan).

Deliverables:

Final deliverables will be sent to the owner in both electronic format (.xcel for owner updating purposes) and in paper format, if requested. Deliverables include:

- (1) complete record of all the evaluations, photos and Transition Plan in electronic (.xcel) and/or paper format.
- (3) Printed Final Documents

Cost Proposal

Our team is committed to providing the highest level of quality service and design for this project. The staff members assigned to this project have a documented history of providing successful park facility projects to clients across the nation. In consideration of the preceding scope of services, our proposed fees are a lump sum of $23,900.

Proposed Schedule

Ayres proposes a five-month schedule to complete all tasks required for the City of Stoughton ADA Facility Study, assuming a start date of November 2019.

Check out a recent article in the Parks & Rec Business September 2018 issue by Blake Theisen: https://www.parksandrec-business.com/articles/2018/8/financially-challenged

FINANCIALLY CHALLENGED

How to make enhancements without breaking the bank

BY BLAKE THEISEN

FOR SMALL COMMUNITIES WITH LIMITED BUDGETS, the struggle to make improvements is real. Maintenance is needed—well overdue, in many cases—but financial limitations too often make these important facility renovations and upgrades out of reach.

Or do they?

As a landscape architect and park planner who's been providing recreational-facility site analysis, planning, design, and implementation for nearly two decades, I've seen it all. I've worked with municipalities and park districts—large and small—around the country, and all report the same fundamental challenge: how to take on these park projects without busting the budget. The following are a few strategies that have proven to be successful through the years:

MAKE SURE NOT TO BLOCK DESIGNATED ACCESS ROUTES, SUCH AS IN THIS PHOTO, WHERE THE ADA ENTRANCE TO THE RESTROOM IS BLOCKED.

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PHOTOS: AYRES ASSOCIATES