



Permian Basin
MPO Metropolitan
Planning
Organization

Request for Qualifications

PBMPO-01

ADA Self Evaluation and Transition Plan

RFQ Number **PBMPO-01**

RFQ Title **ADA Self Evaluation and Transition Plan**

RFQ Start Date June 16, 2025

RFQ End Date July 7, 2025

Question & Answer End Date **June 30, 2025**

RFQ Contact **Cameron Walker, AICP, Executive Director**

Submission

All sealed Statements of Qualifications (SOQ) should include all documents as required. The SOQ shall be submitted in hard copy, placed in a sealed envelope, signed by a person having the authority to bind the firm in a contract, and marked clearly on the outside as outlined below. Submit one original, three copies, and one electronic version (thumb drive preferred).

FACSIMILE OR EMAIL TRANSMITTALS WILL NOT BE ACCEPTED.

The SOQ will be received by PBMPO at P.O. Box 60916. Midland, TX 79711. Submittals are due at or before 3:00 p.m. on July 7, 2025 (Local Time).

Submission of SOQ:

- RFQ packet may be viewed electronically via www.permianbasinmpo.com and deliver to: 9601 Wright Drive, Midland, TX 79706

- Label Envelope: “RFQ PBMPO-01: ADA Self Evaluation / Transition Plan”

ALL RESPONSES MUST BE RECEIVED IN PBMPO OFFICE BEFORE CLOSING DATE AND TIME – NO EXCEPTIONS.

Late Statements of Qualifications (SOQs)

SOQs received in the Office after submission deadline will be returned unopened and will be considered void and unacceptable. The Permian Basin Metropolitan Planning Organization (PBMPO) is not responsible for lateness of mail, carrier, etc. and the time/date stamp clock in the Office shall be the official time of receipt. PBMPO reserves the right to reject any and all RFQs and to waive any informality in the RFQs received.

Questions

Any questions, Technical and/or Non-Technical pertaining to this RFQ must be submitted by email to info@permianbasinmpo.com. The deadline to ask questions is June 30, 2025 local time.

Background

PBMPO is seeking qualified and experienced consultants with project experience in ADA surveys, Transition Plan development, and implementation to bring its programs, services, and facilities into compliance with Title II of ADA and the Texas Accessibility Standards. The major deliverable is a comprehensive ADA Transition Plan for PBMPO member agencies that includes a process for keeping it sustainable in the future.

Under Title II of the Americans with Disabilities Act (ADA), PBMPO member agencies are required to complete a Self-Evaluation and Transition Plan for their programs, services, and facilities to identify barriers and improve accessibility.

The purpose of the Request for Qualifications (RFQ) process is to identify the most qualified firm. It is intended that the selected firm or team accomplish and/or supply all services outlined in this RFQ. PBMPO has made no promises or representations and cannot offer, promise, or guarantee that the selected firm will be awarded any future contracts to provide additional professional services to PBMPO.

The professional firm or team selected to develop the ADA Transition Plan and associated services will do so in accordance with the requirements specified herein and including all provisions set forth in the accompanying documentation.

It is PBMPO's intent to contract with one (1) service provider for development of the ADA Transition Plan, and any associated service(s).

Project Understanding

The project is to prepare the Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan for PBMPO member agencies. The project will include, but not be limited to, a review of facilities and associated parking lots, parks and associated parking lots, signalized intersections, existing sidewalks and associated curb ramps, design and construction standards, documented public concerns, sponsored boards and commissions, programs, procedures, and policies.

Scope of Professional Services

Task 1 – Project Management

- The Consultant will maintain project records, budgets, and communications for the duration of the project.
- The Consultant will prepare a project schedule and update it on a weekly basis.
- The Consultant will prepare monthly progress reports.
- The Consultant anticipates biweekly calls between the Consultant's Project Manager and the designated PBMPO and member agency staffs to review the status of tasks and to keep the schedule current.

Task 2 – Project Kick-off Meeting

- Meet with PBMPO and member agency staffs to introduce the proposed project tasks and schedule. The proposed method for prioritizing barrier removal projects identified during the self-evaluation task will be presented. The Consultant will coordinate with PBMPO and member agency staffs to identify and obtain all necessary documents and materials to support the Self-Evaluation process and facility evaluation survey. This will include a list of all sponsored programs and leased and owned facilities to be included in the project.

Task 3 – Self-Evaluation

- Document current programs, procedures, and policies related to the activities and services available to the public and correlate with barriers to access. The following is a list of current programs, procedures, and policies that will be evaluated:
 - Employment Practices
 - Community Interaction
 - Building Codes/Ordinances
 - Emergency Planning/Evacuation
 - Website
- Meet with PBMPO and member agency staffs representing major program areas and orient them to the process that will be used to update and evaluate policies and programs, including the program services questionnaire. Produce staff workshop materials and handouts, conduct the staff orientation workshop, and prepare a report of action items resulting from the workshop.
- Assist PBMPO and member agency staffs in establishing an ADA Liaison Committee that will meet throughout the process of completing the Self-Evaluation and updating the Transition Plan and will continue to meet and actively participate after the completion of this project. The ADA Liaison Committee will also assist in designating the ADA Coordinator for each PBMPO member agency.
- Evaluate the current level of program accessibility within each member agency department by administering a program survey and/or conducting an in-person survey as necessary with staff. The survey will assist in evaluating current status regarding ADA requirements including eligibility requirements, participation requirements, facilities used, staff training, tours, transportation, communication, notifications, public meetings, the use of contracted services, purchasing, maintenance of accessible features, and emergency procedures. This will be determined at the kick-off meeting.
- Conduct departmental support interviews to confirm the status of policies and programs and support the questionnaire process.
- The Consultant will review existing Boards and Commissions and their procedures in dealing with ADA accessibility requirements.
- Establish field teams that will conduct evaluations based on forms developed by the Consultant in consultation with PBMPO based on the 2010 ADA Standards and 2023 Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG). All field data will be compatible with PBMPO's existing Geographic Information System (GIS).

- Facilities Listing
 - Buildings and Parking Lots – The following buildings owned or leased by PBMPO member agency will be included in this project:
 - See attached facility list.
 - Parks – The following parks will be included in this project:
 - See attached parks list
 - Signalized Intersections – Up to 132 signalized intersections will be included in this project.
 - Sidewalks – Up to 700 miles of sidewalk will be included in this project. All unsignalized intersections and driveways along this sidewalk will be evaluated.
- The Consultant will create a separate report for each facility type. Each facility report will identify compliance status of each facility with regards to both federal and state standards and include the following:
 - Listing of facilities that are in compliance with current standards.
 - Listing of facilities that are not in compliance with current ADA requirements.
 - Recommended actions to resolve non-compliance issues for each facility.
 - Prioritized list of improvements using criteria developed by the Consultant and PBMPO staff.
 - “Cost report” that assigns conceptual budget estimates to each recommended action.
 - Photolog summary for each facility.
 - Catalog of sidewalk, curb ramp, and signalized intersection data compatible with PBMPO’s and member agencies’ existing GIS databases (including mapping of the various facility types).

Task 4 – Transition Plan Development

- Coordinate with PBMPO staff in the development of a strategy for developing the Transition Plan, including a review of ordinances, design policies, design standards related to curb ramps and sidewalks. Identify issues which should be addressed to confirm that policies are nondiscriminatory to people with disabilities.
- Review current design standards for compliance with the ADA.
- Assist PBMPO and member agency staffs in developing a process and format to evaluate the accessibility improvements identified in Task 3, utilizing prioritization and evaluation criteria. Existing evaluation methodology will be analyzed and recommendations made for necessary improvements.

- Recommend prioritization criteria for creating an implementation schedule for accessibility improvements.
- Prioritize the accessibility improvements by facility type and severity, providing cost estimates for the recommended modifications.
- Evaluate and make recommendations on exceptions or exemptions that may apply under the terms of the ADA. This may include exemptions related to structures of historic significance, alterations affecting the fundamental nature of a service, activity or program under financial and administrative burden, or structural changes.
- Define an ongoing budget needed for ADA modifications. Potential funding sources will be researched and recommended to most effectively achieve compliance.
- Assist in the development and preparation of a long-range financial plan for identified ADA modifications.
- Work with PBMPO and member agency staffs to define the role and responsibilities of the ADA Coordinator.
- Assist PBMPO to develop an ADA grievance policy and procedure for each PBMPO member agency.
- The Department of Justice requires that public entities that are engaging in an ADA Transition Plan process include “appropriate consultation with individuals with disabilities” as part of this process. The Consultant will assist PBMPO and member agencies in establishing an external ADA Advisory Committee comprised of disability advocates, individuals with disabilities, and general members of the public by compiling a list of local disability organizations and their contact information.
- The Consultant will facilitate a public workshop for PBMPO and the member agencies to review the Draft Self-Evaluation and Transition Plan, as well as up to two community meetings that will provide an update on the plan’s progress as well as the draft plan. The Consultant will prepare outreach materials, conduct the workshop, and prepare a brief summary of the workshop to highlight action items.

Task 5 – Documentation

Based on the self-evaluation and facility compliance assessment, the Consultant will prepare a draft Self-Evaluation and Transition Plan for PBMPO. The plan will include:

- An executive summary which will describe the project purpose, process, and most significant findings;
- A review of policies and summary of recommendations for improvement as described in Task 3;

- A phased schedule with cost estimates for the removal of facility barriers that cannot be resolved through relocation of services, the provision of auxiliary aids, or equivalent facilitation; and

The Consultant will provide copies of the draft and final Transition Plan in Adobe PDF format to PBMPO.

Following review by PBMPO and member agencies and relevant community review of Draft Plan, the Consultant will incorporate comments and prepare the Final Plan for presentation.

Task 6 – Meetings

- Up to three (3) progress meetings with staff and the newly created ADA Liaison Committee.
- Up to two (2) PBMPO member agency City Council meetings to introduce the project and present the Draft Self-Evaluation and Transition Plan.
- Up to two (2) community workshops/meetings to introduce the project, update the progress, and present the draft Self-Evaluation and Transition Plan.
- Up to two (2) virtual meetings with various project stakeholders.

Schedule:

The Consultant will provide its services as expeditiously as practicable and work with PBMPO to develop a mutually agreeable schedule.

Deliverables:

The Consultant will deliver the following materials to PBMPO:

- Electronic copies of the Draft ADA Self-Evaluation and Transition Plan.
- Electronic copies of the Final ADA Transition Plan, including appendices.
- Field work in GIS format, compatible with PBMPO's and member agencies' GIS system.
- A program/database utilized to provide detailed modifications, costs, and priorities for the Transition Plan (Access compatible).

Submission of SOQs

One original and three (3) hard copies for the SOQs. The SOQs shall be submitted in a sealed envelope with all required forms and supporting documentation. One PDF version of the SOQ must be emailed or provided electronically, preferably on a thumb drive. The original must be manually signed by an officer of the company having authority to bind the Consultant Team to the provisions. The SOQ should include the officer's printed name and position.

The SOQ must be sealed in an envelope when submitted, with the envelope clearly marked **"RFQ PBMPO-01 ADA SELF EVALUATION / TRANSITION PLAN"** and must be delivered by July 7, 2025 by 3:00 p.m. to:

Permian Basin MPO, P.O. Box 60916, Midland, TX 79711

SOQs RECEIVED AFTER 3:00 p.m. WILL BE DISQUALIFIED FROM CONSIDERATION AND RETURNED UNOPENED. Note the deadline does not relate to a postmarked date, but rather the SOQ must be physically delivered or picked up by staff at the P.O Box location by the deadline. The PBMPO does not assume responsibility for items lost in the mail or delivered after the deadline.

Mailed SOQs shall be enclosed in a sealed envelope, addressed to the Office Manager, Permian Basin MPO, P.O. Box 60916, Midland, TX 79711. The SOQ must be clearly labeled in the lower left-hand corner with the bid name and number. Bidders must also include their company name and address on the outside of the envelope. An electronic copy of the submission including the bid form must accompany the bid. This can be done by either CD-ROM or jump drive.

Respondents are responsible for making certain SOQs are delivered to the purchasing division.

Mailing of a SOQ does not ensure that the SOQ will be delivered on time or delivered at all. If a respondent does not hand deliver the bid, it is suggested that they use some sort of delivery service that provides a receipt. Hand delivered SOQs must be delivered to 9601 Wright Drive, Midland, Texas.

SOQs may be withdrawn prior to the above scheduled time set for closing of the RFQ. Any SOQ received after the time and date specified will not be considered.

PBMPO reserves the right to postpone the date and time for SOQs through an addendum.

No changes to SOQs, including time to completion, and references may be made following submission of the SOQ packet.

PBMPO reserves the right to request additional information or to meet with representatives from proposing Consultants to discuss points in the SOQ before and after submission, any and all of which may be used in forming a recommendation.

PBMPO reserves the right to reject any and all SOQs, to waive any and all irregularities, and to accept or reject any item or combination of items. PBMPO may accept or reject any of the alternates that may be set forth in a SOQ. PBMPO reserves the right to reject any SOQ if the evidence submitted by, or investigation of, such proposing bank fails to satisfy that such proposer is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

Important: Please submit your firm's SOQ responses with tabs or sections corresponding to the numbered and lettered items below. Use of tables corresponding to the outline will assist the review team to evaluate your firm's .

1) Cover letter

- a) Include the name, address, and telephone number of your company.
- b) Include direct contact name and email address.

2) Company Overview

- a) If appropriate, the names, business address, and telephone number of your company's officers, directors, and associates, and the names and addresses of any parent or subsidiary of your company. Your information should describe the nature of the work and the line of authority of these individuals and/or companies as they relate to this project.
- b) Names and qualifications of outside consultants and associates that will be employed to assist on this project.

3) Relevant Experience

- a) Your current and past experience related to the scope of this RFQ.
- b) A minimum of three related business references, including names, addresses, and phone numbers plus a description of the type of work you performed for them.
- c) References of other Municipalities/Organizations that your firm has prepared or assisted in preparation of Self-Evaluation/Transition Plans.
- d) Municipal government experience. Preference will be given to respondents who have developed plans for other cities.
- e) A sample of the database program that your firm proposes to use for tracking of remediation work.

4) Support Team

- a) Identification of the individuals comprising the support team, experience/biography, and what specific role each will take in completing the work.

5) Project Approach

- a) Describe your approach for completing the tasks identified in the Scope of Work section.
- b) Process to include input from all departments. Please describe the plan for meeting with staff members and the general public to provide the needs analysis.

6) Timeframe for completion

- a) The timeframe for completion of the project will be evaluated. In addition, timeframes will be part of the contractual agreement; therefore a realistic timeframe for completion is requested.
- b) The Consultant shall also demonstrate the ability to commit time and resources to the project relative to its other commitments.

7) Assistance from PBMPO

- a) To the greatest extent possible, please provide a written summary identifying the types of information, data, and assistance expected from PBMPO in order to complete this project.

8) Evaluation of proposed professional services contract

- a) Please review and evaluate the firm's ability to enter into a professional services agreement.
- b) Provide any and all comments relating to the proposed agreement to facilitate ease of completion of the contract once the firm is selected.

Inquiries and Interpretations

All questions must be submitted through info@permianbasinmpo.com. PBMPO will respond as quickly as possible. Responses to inquiries which directly affect an interpretation or change to this RFQ will be issued in writing by PBMPO as an addendum and posted to www.permianbasinmpo.com. All such addenda issued by PBMPO prior to the time that SOQs are received will be considered part of the RFQ, and the responding Consultant will be required to consider and acknowledge receipt of each addendum in its SOQ.

Addenda and Explanations

Respondents having any questions regarding the meaning of the scope tasks, specifications, or terms and conditions shall submit these questions to info@permianbasinmpo.com. Any and all interpretations or supplemental instructions, which, if issued, will be released via www.permianbasinmpo.com. A copy of all addenda issued must be signed and returned with your SOQ.

Knowledge of Conditions

Before submitting a SOQ, each Consultant will be responsible for making all investigations and examinations that are necessary to ascertain conditions affecting the requirements of this RFQ. Failure to make the necessary examinations or investigations will not relieve the responding Consultant from its obligation to comply with all provisions and requirements of this RFQ.

Exceptions

All SOQs must clearly and specifically detail all exceptions to the exact requirements imposed by this document. Such exceptions must be explained in the Consultant's SOQ . Otherwise, the MPO will consider the subject SOQ as being made in strict compliance with this document.

If a service requirement cannot be met by a Consultant, the term "No Statement of Qualifications" should be entered for that specific requirement, and an alternative equivalent service may be offered for the MPO's consideration. If an alternative equivalent service cannot be provided, the SOQ will be considered irregular and subject to rejection. Responsiveness to the service requirements will be a major part of the selection criteria.

Evaluation and Selection Process

- Past record of performance as determined from all available information, including direct communication by PBMPO with consultant's former Clients. Factors to be considered include but are not limited to: experience and familiarity with similar types of projects, cost control, work quality and completion of work on schedule. **(40 points)**
- Consultant's demonstrated capability under current workload to perform the work within the project schedule and subsequent revision. Factors to be considered include but are not limited to: work methodology, management methodology, activity coordination methodology and consideration of areas not addressed, but deemed essential to the effective conduct of the project. **(20 points)**
- Applicant capability and history in providing Self -Evaluation and Transition Plans for other public agencies similar in size, population and need. **(15 points)**
- The applicant shall have the technical competence to perform the work specific in this Request for Qualifications. **(15 points)**

- Demonstrated understanding of the scope of work in the RFQ. **(10 points)**

The selection of an application for the project will be as follows:

- All applications will be evaluated by a panel consisting of PBMPO staff and MPO Technical Advisory Committee members.
- Applications that rate high enough may be invited to participate in a finalist interview to clarify their applications and answer additional questions raised by the panel.
- The selected applicant will be recommended for approval and award of a professional services contract.

Project Schedule

The following timetable is anticipated:

June 16, 2025 Request for Qualifications is released

June 30, 2025 Questions on Request for Qualifications submitted to PBMPO

June 30, 2025 Addendum/responses to questions provided by PBMPO

July 7, 2025 Submissions due by 3:00 p.m

July 10, 2025 Top firms identified by committee

Week of July 14, 2025 Interviews of selected responders (if necessary)

July 28, 2025 or earlier project awarded

Disadvantaged Business Enterprise (DBE) Requirement

There is no DBE financial requirement associated with this work.

Notice to Respondents

- This Request for Qualifications SOQs does not constitute a contract or an offer of employment. The cost of preparation of SOQs shall be the sole obligation of the Consultant. All SOQs, whether accepted or rejected, shall become the property of PBMPO.

- PBMPO reserves the right to reject any and all SOQs. Elements and/or tasks may be added or deleted at the discretion of the PBMPO pending negotiation of the scope of work and compensation.
- All completed work including draft reports, related documents, ancillary reports and the final report, whether in writing, video or electronic formats, becomes the property of PBMPO at the end of the project and will be turned over to PBMPO, including all GIS format maps and data.
- The Consultant selected to perform the work shall be considered an independent consultant and shall provide the insurance and indemnification set forth in the *Professional Services Agreement* (see attached). The Consultant shall certify that no official or employee of PBMPO and any business entity, in which an official of PBMPO has an interest, has been employed or retained to solicit or aid in the procuring of the Agreement for the ADA Self Evaluation and Transition Plan. No such person shall be employed in the performance of the Agreement.
- PBMPO assumes no responsibility for “late SOQs” and it is the sole responsibility of the consultant to ensure that the SOQ is received at PBMPO prior to the deadline. No faxes or emails will be accepted.
- Spreadsheet of PBMPO member owned / maintained buildings/parks and traffic areas is shown below as Exhibit A.

It is the responsibility of interested parties to check PBMPO’s website for updates, changes, clarifications and addenda to this RFQ.

Exhibit A

Location	Address
High Use Parks	
Beal Park	5200 W Wall St, Midland, TX 79703
Butler Park	3801 Bluebird Lane, Midland, Tx 79707
CJ Kelly Park	5500 League Dr, Midland, TX 79707
Dennis the Menace Park	2201 W Indiana Ave, Midland, TX 79701
Doug Russell	900 N Midland Dr, Midland, TX 79703
Hogan Park	1201 E Wadley Ave, Midland, TX 79705
Reyes Park	2101 E Cuthbert Ave, Midland, TX 79706

Scharbauer Sport Complex	5514 Champions Dr, Midland, TX 79706-2843
Ulmer Park	2700 W Kentucky Ave, Midland, TX 79701
Washington Park	1803 E Indiana Ave, Midland, TX 79701-5484
Windlands Park	1001 W Dengar Ave, Midland, TX 79705
High Use Buildings	
Beal Ranch House	5200 W Wall St, Midland, TX 79703
MLK Center	2300 Butternut Lane, Midland, TX 79705-7800
White House (Washington Park)	1803 E Indiana Ave, Midland, TX 79701-5484

Traffic Areas	
Animal Services	1200 N. Fairgrounds, Midland, TX 79706
Bush Convention Center	105 N. Main Street, Midland, Texas 79701
City Hall	300 N Loraine Midland, TX 79701
Harris Field	3215 Farm to Market 307, Midland, TX 79701
Health Department	3303 W. Illinois, E Midland, TX 79704
Hogan Park Golf Course	3600 N Fairgrounds Rd, Midland, TX 79705
Midland International Air and Space Port	9506 La Force Blvd, Midland, TX 79706
Midland Senior Center	3303 W Illinois Ave Ste 18, Midland, TX 79703
MLK Building	2300 Butternut Lane, Midland, TX 79705-7800
Municipal Court	406 E. Illinois Ave. Midland, TX 79701
Police Department	601 N. Loraine, Midland, TX 79701
Southeast Senior Center	1803 E Indiana Ave, Midland, TX 79701
Wall Street Parking Garage	108 E. Texas
White House/Multi Purpose Building	1700 E Wall St.
Customer Service at Center Pointe 1040 Andrews hwy. suite 220	

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