

Attachment A: SCOPE OF WORK

Town of Buckland Franklin Regional Council of Governments (FRCOG)

Americans with Disabilities Act (ADA) Self Evaluation and Transition Plan for Buckland, MA

Background

This project will assist the Town of Buckland in completing an Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan by June 30, 2021. The Self-Evaluation will assess the current level of ADA compliance in the Town's programs, services, activities, and Town-owned facilities. The Transition Plan will catalog identified issues and provide potential solutions to resolving issues in order to move the Town towards compliance with its obligations under Title II of the ADA.

Project Description

Task 1: Assist the Town of Buckland in Completing a Self-Evaluation

The Self-Evaluation will be performed using the New England ADA Center's ADA Self-Evaluation Checklists (<https://www.adaactionguide.org/resources#self-evaluationforms>). The Town of Buckland has compiled a list of all departments, programs, and Town-owned buildings and infrastructure to be evaluated as listed in Appendix A. The FRCOG Staff will provide technical assistance to Town Staff as they conduct portions of the Self-Evaluation checklists as identified below for Town programs, services, and activities (Tasks 1a-1d).

FRCOG Budget: 10 hours staff time @ \$75.00 per hour = \$750.00

Products: Town Staff Orientation and technical assistance

Task 1a. General Nondiscrimination

The Town of Buckland staff will use the General Nondiscrimination form to evaluate its Departments and Programs.

Products: Completed General Nondiscrimination form.

Task 1b. Effective Communication

The Town of Buckland will use the Effective Communication form to evaluate its Departments and Programs.

Products: Completed Effective Communication form.

Task 1c. Web Accessibility

The FRCOG staff will use the Web Accessibility form to assist the Town of Buckland in evaluating policies and procedures concerning the Town’s website accessibility.

FRCOG Budget: 3 hours staff time @ \$75.00 per hour = \$225.00

Products: Completed Web Accessibility form.

Task 1d. Administrative Requirements

The FRCOG staff will assist the Town of Buckland as needed to complete the Administrative Requirements form.

FRCOG Budget: 5 hours staff time @ \$75.00 per hour = \$375.00

Products: Completed Administrative Requirements form.

Task 1e. ADA Standards for Accessible Design Checklist

The FRCOG staff will survey the facilities in which services, programs, and activities operate. This will include recreation areas, publically accessible Town-owned buildings, sidewalks, and municipal parking lots. See Appendix A for a list of facilities to be assessed. This survey will be completed using the ADA Standards for Assessible Design Checklist (<https://www.adachecklist.org/>).

FRCOG Budget: 50 hours staff time @ \$75.00 per hour = \$3,750.00

Products: Completed ADA Standards for Accessible Design Checklist for all public facilities in Buckland.

Task 1f. Program Accessibility

With Town staff assistance, the FRCOG staff will assess the accessibility of each of Buckland’s programs. For programs, services, and activities that are not in accessible facilities, FRCOG and Town staff will use the Program Accessibility form to determine whether structural or non-structural changes can be provided to ensure program accessibility.

FRCOG Budget: 20 hours staff time @ \$75.00 per hour = \$1,500.00

Products: Completed Program Accessibility form.

Task 1g. Self-Evaluation Summary Report

FRCOG Staff will quality-check, compile, and summarize the findings from Tasks 1a-1f in a Self-Evaluation Report.

FRCOG Budget: 15 hours staff time @ \$75.00 per hour = \$1,125.00

Products: Completed ADA Self-Evaluation

Total Budget for Task 1: 103 hours staff time @ \$75.00 per hour = \$7,725.00

Task 2: Develop an ADA Transition Plan

The FRCOG will use the results of the completed Self-Evaluation in Task 1 to develop an ADA Transition Plan for Town of Buckland. The Transition Plan will list the structural and procedural changes that need to be made to remove barriers to public access per Title II of the American Disabilities Act (ADA). The Transition Plan will note the access issues, potential solutions, target dates and staff responsible for ensuring implementation. The issues will be prioritized and will distinguish between the levels of investment required to implement.

FRCOG Budget: 55 hours staff time @ \$75.00 per hour = \$4,125.00

Products: Completed ADA Transition Plan

Task 3: Administration and Project Reporting and Billing

FRCOG will provide a final project report and billing to the Town of Buckland at the end of the contract period. The report will contain a summary of all work completed with a project invoice itemizing spending, including direct costs such as travel and printing.

FRCOG Budget: 10 hours staff time @ \$75.00 per hour + \$300.00 direct costs = \$1,050.00

Products:

- Five (5) hard copies of the Self-Evaluation Report and Transition Plan
- Digital copy of the Self-Evaluation Report and Transition Plan (in Adobe Acrobat PDF and Microsoft Word version).
- Summary project report and invoice

Budget Summary

Buckland ADA Self-Evaluation and Transition Plan	Hours	Hourly Rate (w/ overhead)	Total
Task 1: Self-Evaluation	103	\$75.00	\$7,725.00
Task 2: Transition Plan	55	\$75.00	\$4,125.00
Task 3: Administration and Reporting	10	\$75.00	\$750.00
Direct Costs			\$300.00
Total			\$12,900

Appendix A: List of Departments, Programs, Infrastructure, and Buildings to Be Assessed in Self-Evaluation

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Town of Buckland Departments and Programs

Fire Department
Highway Department
Police Department
Public Library
Assessors
Town Collector & Treasurer
Town Clerk
Recreation

Town of Buckland Buildings

Town Hall
Buckland Library
Buckland Elementary School
Police Department
Recreation Area
Highway Garage
Wastewater Treatment Plant
Waste Transfer Shed
Historical Museum

Town of Buckland Parks and Recreational Spaces

Recreation Area, Playground, and Pavilion