



# **CABARRUS COUNTY ADA TRANSITION PLAN RFP**

**Date Issued: 12/02/2025**

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## 1. Introduction

Notice is hereby given that Cabarrus County Government (here after, County) located at 65 Church St. S, Concord, NC 28025, is seeking proposals for an ADA Transition Plan. More information can be found in the attached request for proposal “RFP” and Scope of Work.

Please submit your proposal no later than 4:00pm on January 12, 2026, to:

**Physical Location:**

Attn: Jon Bradley  
Risk Management  
Cabarrus County  
65 Church St. S  
Concord, North Carolina 28025

**Mailing Address:**

Attn: Jon Bradley  
Risk Management  
Cabarrus County  
PO Box 707  
Concord, North Carolina 28026

Late submittals will not be accepted. The submittal deadline will be measured from the <https://www.time.gov> clock. The County reserves the right to accept or reject any or all bids, waive technicalities, and make decisions as it deems in its own best interest. All submitted bids will become property of Cabarrus County and are subject to public record requests.

Questions regarding the proposal specifications should be directed to Jon Bradley at [jdbradley@cabarruscounty.us](mailto:jdbradley@cabarruscounty.us). Questions must be submitted to the County no later than five business days prior to the closing of the RFP.

## 2. Definitions and General Information

### 2.1 Definitions

As used in this RFP, the following terms shall have the meanings set forth below:

<i>Acceptance:</i>	Refers to receipt and approval by the County of a Deliverable or Service in accordance with the acceptance process and criteria in the Contract.
<i>ADA:</i>	Americans with Disabilities Act
<i>Affiliates:</i>	Refers to all departments or units of the County and all other governmental units, boards, committees or municipalities for which the County processes data or performs services.
<i>Company:</i>	During the solicitation process, refers to a company that has interest in providing the Services. After the solicitation process, refers to a company that has been selected by the County to provide the Services.
<i>Company Project Manager:</i>	Refers to a specified Company employee representing the best interests of the Company for this Project.
<i>Contract:</i>	Refers to a written agreement executed by the County and the Company for all or part of the Services.
<i>Deliverables:</i>	Refers to all tasks, reports, information, designs, plans, and other items that the Company is required to deliver to the County in connection with the Contract.
<i>Department:</i>	Refers to a department within Cabarrus County.
<i>Documentation:</i>	Refers to all written, electronic, or recorded works that describe the use, functions, features, or purpose of the Deliverables or Services or any component thereof, and which are provided to the County by the Company or its subcontractors, including without limitation all end user manuals, training manuals, guides, program listings, data models, flow charts, and logic diagrams.
<i>Project:</i>	Refers to the County's need for a company to provide ADA Transition Plan for the County.
<i>Proposal:</i>	Refers to the proposal submitted by a Company for the Services as outlined in this RFP.
<i>Services:</i>	Refers to the ADA Transition Plan as requested in this RFP.
<i>Specifications and Requirements:</i>	Refers to all definitions, descriptions, requirements, criteria, warranties, and performance standards relating to the Deliverables and Services that are set forth or referenced in: (i) this RFP, including any addenda; (ii) the Documentation; and (iii) any functional and/or technical specifications that are published or provided by the Company or its licensors or suppliers from time to time with respect to all or any part of the Deliverables or Services.
<i>County:</i>	Refers to Cabarrus County.
<i>County Project Manager:</i>	Refers to a specified County employee representing the County's best interests in this Project. Currently, this will be the ADA Coordinator.
<i>Work Product:</i>	Refers to the Deliverables and all other programs, algorithms, reports, information, designs, plans and other items developed by the Company in

connection with this RFP, and all partial, intermediate or preliminary versions of any of the foregoing.

## **2.2 General Information**

### **2.2.1 Accuracy of RFP and Related Documents.**

Each Company must independently evaluate all information provided by the County. The County makes no representations or warranties regarding any information presented in this RFP, or otherwise made available during this procurement process, and assumes no responsibility for conclusions or interpretations derived from such information. In addition, the County will not be bound by or be responsible for any explanation or conclusions regarding this RFP or any related documents other than those provided by an addendum issued by the County. Companies may not rely on any oral statement by the County or its agents, advisors, or consultants.

If a Company identifies potential errors or omissions in this RFP or any other related documents, the Company should immediately notify the County of such potential discrepancy in writing. The County may issue a written addendum if the County determines clarification necessary. Each Company requesting an interpretation will be responsible for delivering such requests to the County's designated representative as directed in RFP Section 1.

### **2.2.2 County's Rights and Options.**

The County reserves the right, at the County's sole discretion, to take any action affecting this RFP, this RFP process, or the Services or facilities subject to this RFP that would be in the best interests of the County, including:

- 2.2.2.1 To supplement, amend, substitute, or otherwise modify this RFP, including the schedule, or to cancel this RFP, at any time;
- 2.2.2.2 To require any Companies to supplement or clarify its Proposal or provide additional information relating to its Proposals;
- 2.2.2.3 To investigate the qualifications, experience, capabilities, and financial standing of each Company submitting a Proposal;
- 2.2.2.4 To waive any defect or irregularity in any Proposal received;
- 2.2.2.5 To reject any or all Proposals;
- 2.2.2.6 To share the Proposals with County employees and contractors in addition to the Evaluation Committee as deemed necessary by the County;
- 2.2.2.7 To award all, none, or any part of the Services and enter into Contracts with one or more of the responding Companies deemed by the County to be in the best interest of the County, which may be done with or without re-solicitation;
- 2.2.2.8 To discuss and negotiate with any Company(-ies) their Proposal terms and conditions, including but not limited to financial terms; and
- 2.2.2.9 To terminate discussions and negotiations with any Company at any time and for any reason.

### **2.2.3 Expense of Submittal Preparation.**

The County accepts no liability, and Companies will have no actionable claims, for reimbursement of any costs or expenses incurred in participating in this solicitation process. This includes expenses and costs related to Proposal submission, submission of written questions, attendance at pre-proposal meetings or evaluation interviews, contract negotiations, or activities required for contract execution.

## **2.3 Proposal Conditions.**

The following terms are applicable to this RFP and the Company's Proposal.

### **2.3.1 RFP Is Not An Offer.**

This RFP does not constitute an offer by the County. No binding contract, obligation to negotiate, or any other obligation shall be created on the part of the County unless the County and the Company execute a Contract. No recommendations or conclusions from this RFP process concerning the Company shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law, or statutory law of North Carolina.

### **2.3.2 Availability of Proposals via Public Records Requests**

Any person or entity (including competitors) may request Proposals submitted in response to an RFP. The public disclosure of the contents of a Proposal or other materials submitted by a Company is governed by N.C. Gen. Stat. §§ 132 and 66-152, et seq.

### **2.3.3 Amendments to RFP.**

If the County amends this RFP, addenda will be posted to the County's website at <https://www.cabarruscounty.us/Bid-Postings>. Companies are required to acknowledge receipt of each addendum by including the Addenda Receipt Confirmation Form (Appendix 2) with their Proposals.

### **2.3.4 Proposal Terms Firm and Irreversible.**

The signed Proposal shall be considered a firm offer on the part of the Company. The County reserves the right to negotiate price and other terms. All Proposal elements (including all statements, claims, declarations, prices, and specifications) shall be considered firm and irrevocable for purposes of future Contract negotiations unless specifically waived in writing by the County. The Company chosen for award should be prepared to have its Proposal and any relevant correspondence incorporated into the Contract, either in part or in its entirety, at the County's election.

### **2.3.5 Proposal Binding for 180 Days.**

A Proposal is a firm offer for one-hundred-eighty (180) calendar day period from the date of the opening. All prices quoted shall be firm and fixed for the full Contract period. The County shall have the option to accept subject to exception by Contract.

### **2.3.6 Subcontracting.**

The Company given contract award shall be the prime contractor and shall be solely responsible for contractual performance. In the event of a subcontracting relationship, the Company shall remain the prime contractor and will assume all responsibility for the performance of the Services that are supplied by all subcontractors. The County retains the right to approve all subcontractors.

### **2.3.7 Equal Opportunity.**

The County has an equal opportunity purchasing policy. The County seeks to ensure that all segments of the business community have access to supplying the goods and services needed by County programs. The County provides equal opportunity for all businesses and does not discriminate against any Companies regardless of race, color, religion, age, sex, and national origin or disability.

#### 2.3.8 Use of County's Name.

No advertising, sales promotion or other materials of the Company or its agents or representatives may identify or reference the County in any manner absent the prior written consent of the County.

#### 2.3.9 Withdrawal for Modification of Proposals.

Companies may change or withdraw a previously-submitted Proposal at any time prior to the Proposal due date. Only formal written requests addressed in the same manner as the Proposal and received by the County prior to the Proposal due date will be accepted. The request must be in a sealed envelope that is plainly marked "**Modifications to Proposal.**" No oral modifications will be allowed. If the Company complies with this Section, after the Proposal due date, the Proposal, will be withdrawn or corrected in accordance with the written request(s).

#### 2.3.10 No Bribery.

In submitting a response to this RFP, each Company certifies that neither it, any of its affiliates or subcontractors, nor any employees of any of the foregoing has bribed, or attempted to bribe, an officer or employee of the County in connection with the Contract.

#### 2.3.11 Exceptions to the RFP.

Other than exceptions that are stated in compliance with this Section, each Proposal shall be deemed to agree to comply with all terms, conditions specifications, and requirements of this RFP including the Sample Contract language included in Exhibit E. An "exception" is defined as the Company's inability or unwillingness to meet a term, condition, specification, or requirement in the manner specified in the RFP including the Sample Contract language included as in Exhibit E. All exceptions taken must be identified and explained in writing in your Proposal and must specifically reference the relevant section(s) of this RFP. If the Company provides an alternate solution when taking an exception to a requirement, the benefits of this alternative solution and impact, if any, on any part of the remainder of the Company's solution, must be described in detail.

#### 2.3.12 Companies' Obligation to Fully Inform Themselves.

Companies or their authorized representatives must fully inform themselves as to all conditions, requirements, and specifications of this RFP before submitting Proposals. Failure to do so will be at the Company's own risk.

#### 2.3.13 Hold Harmless.

Each Company agrees to indemnify, defend, and hold harmless the County and each of its officers, employees, and agents from any and all costs, damages, and expenses incurred in connection with RFP process and through the project, if Company is selected for the Project, including public record requests for information.

### 3. Background

The County is one of the top ten populous counties in North Carolina, that experienced a population growth rate of 7.6% between 2020 and 2023. The County is continuing to expand as the population growth of the Charlotte area expands. The County is 11 miles Northeast of uptown Charlotte and encompasses approximately 364 square miles in total size. In order to serve the patrons and residents of Cabarrus County, the County employees roughly 1,400 employees.

With the growth of the County, the needs of residents and patrons has expanded, necessitating the County to expand infrastructure. Within the last 5 years we have purchased a property for our Infrastructure and Asset Management facility including an automotive shop and upfitted the building. We have constructed an Information and Technology Services building next door with a warehouse for storing emergency equipment. Cabarrus has rebuilt the Frank Liske Barn as well as constructed a new mini-golf and office building in the park. The County has constructed two new library and active living centers at Afton and Mt. Pleasant. A new Emergency Medical Services (EMS) headquarters was constructed with a training facility for staff. An additional building (Milestone) has been purchased to support the Department of Social Services, Libraries, and 9-1-1 backup operations center. A new courthouse was also constructed to replace the 1975 building. Renovations were completed on the 1975 courthouse to connect with the new courthouse and be ADA compliant. Most recently, a property was purchased to support moving the Department of Social Services and Communications staff. This property included three buildings and the land where the County's Behavioral Health Center is currently under construction. The existing buildings are currently under renovations.

The Americans with Disabilities Act (ADA) is a Civil Rights law that ensures equal opportunity in the areas of employment, state and local government services, public accommodations, and telecommunications. In accordance with the ADA, state and local governments are obligated to conduct self-assessments of their facilities, programs, activities, and services. Agencies then must create a Transition Plan to address any identified barriers by providing suggested remedies, cost analyses, and a timeline in which to eliminate these barriers. In effect, an ADA Transition Plan is a document which demonstrates how government entities transition toward compliance with the ADA in a specific timeframe. Although the ADA requires that a facility services, activities, policies, and programs be accessible in the most integrated manner possible, it does not require agencies to make structural changes to existing facilities if compliance can be achieved by alternate means.

Title II of the ADA requires that a public entity must reasonably modify its policies, practices, and procedures to avoid discrimination against people with disabilities. This Request for Proposal (RFP) requests a third-party Consultant to assist the County's departments with identifying current physical barriers to accessibility as related to sidewalks, website, and facilities. In addition, the Consultant will also assist in developing an ADA Transition Plan to move towards ADA compliance in accordance with all applicable North Carolina codes and all provisions of the Americans with Disabilities Act of 1990 (ADA) as amended by the Americans with Disabilities Act Amendments of 2008.

The County desires to contract with a qualified consultant firm for the evaluation of sidewalks, facilities and programs, and services to identify needed changes to comply with current American with Disabilities Act (ADA) regulations and to generate a County ADA Transition Plan. The County is committed to identifying and amending its needs, to conform to ADA standards and regulations.

The plan will set forth guideline standards for budgeting, implementing, and maintaining ADA compliance throughout County.

## 4. Response Instructions

The following instructions are intended to guide vendors in your response to this RFP. Additional instructions and requirements may be found throughout this document, so careful attention should be given to insure a complete response on your company's part. Include any additional information relevant to the requested proposal.

### 4.1 General Instruction

You may submit a mailed copy of the RFP. Proposals must be in a sealed envelope and clearly labeled in the following manner:

**Sealed Bid; Cabarrus County ADA Transition Plan**  
**Bid Posting- October 22, 2025**  
**Firm Name Firm Address**

Bids may be mailed to the County, Attn: Jon Bradley, Cabarrus County Risk Management, PO Box 707, Concord, NC 28026.

Electronic copies will not be accepted.

Your proposal must include all responses to the requirements contained within this RFP and all appendices (if applicable) must be completed in their entirety.

By submitting a proposal, your firm agrees to all applicable provisions, terms and conditions associated with this RFP.

This RFP, your submitted proposal, all appendices and attachments (if applicable), and stated terms and conditions may become property of Cabarrus County and part of the resulting contract.

### 4.2 Instruction to Bidders

The following are instructions to bidders:

1. Bidders are to use the Bid Sheet provided herein for submission of bid Section 6.
  - All prices quoted are to include all material, supplies, equipment and labor to perform the stated tasks in a workmanlike manner.
  - Contractor will be responsible for all cleaning equipment, supplies, and labor to perform said tasks.
2. Proof of insurance information is to be submitted by the winning bidder.
3. The enclosed Indemnity Provision is to be signed and submitted to the County, only by the successful bidder (Appendix A).
4. Bidder is to attach 3 business references (Appendix B).

## **5. Overview, Vendor Type, Timing, and Legal Sections**

### **5.1 Overview and Vendor Type**

The County is looking for a hardworking, professional, and safety-conscious company to perform all desired tasks.

### **5.2 Timing**

The following chart shows the timing considerations for the RFP:

- Release of RFP – December 02, 2025
- Questions on RFP due by – January 05, 2026
- Submission Deadline – January 12, 2026, by 4:00 pm
- Selected firm notified – March 02, 2026
- Project commences – By May 2026

### **5.3 Legal Sections**

#### **5.3.1 Addenda**

Any addenda to these documents shall be issued in writing. No oral statements, explanations, or commitments by anyone shall be of effect unless incorporated in the written addenda.

#### **5.3.2 Contract Terms and Period**

The contract period will begin on the designated date and continue until completion or approximately two years. All prices quoted must be valid for the duration of the contract. All bidders must comply with all State, Federal, local laws and ordinances regarding fees, insurance, licensing and bidding requirements.

#### **5.3.4 Payment**

Payment to contractor will be provided upon receipt of invoice from the contractor and approval by the County's Project Manager. The County will follow a 30-day payment policy for all invoices unless there are discrepancies in the charges to be discussed with the Contractor.

#### **5.3.5 Yearly Price Adjustment Does not apply for this RFP.**

#### **5.3.6 Insurance and License**

A successful bidder must procure and maintain adequate insurance for the duration of this contract. The cost of such insurance shall be paid by the Contractor. Insurance shall meet or exceed the following unless otherwise approved by the County:

- Workers' Compensation coverage as required by the State of North Carolina. A \$100,000 bodily injury per each accident, \$100,000 bodily injury per disease per employee, \$500,000 bodily injury per disease policy limit are required.
- Comprehensive or Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage is required. A \$2,000,000 aggregate policy limit is required as well.

- Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
- Cabarrus County listed as certificate holder and additionally insured.
- Contractor's insurance is primary to all other coverage the county insurance may possess.

Certificate of Insurance (COI) evidencing such insurance meeting the criteria above or modified criteria set forth by the County is required prior to executing the contract. COI will be supplied to the County within ten days of request. COI will also cover Contractor through entire contract term. Should the Contractor fail to provide acceptable evidence of current insurance within seven days of written notice at any time during the Contract Term, the County shall have the absolute right to terminate the Contract without any further obligation to the Contractor, and the Contractor shall be liable to the County for the entire additional cost of procuring the uncompleted portion of the contract at time of termination. The Contractor shall furnish the County thirty days written notice of any changes or cancellation of the policy. The failure of the contractor to deliver a new and valid certificate will result in suspension of all payments until the new certificate is furnished to the County Project Manager.

#### 5.3.7 Rejection of Proposals

The County reserves the right to reject any or all bids or proposals which are deemed to be non-responsive, late in submission, or unsatisfactory in any way. The County shall have no obligation to award a contract for product, work, goods and or services because of this RFP.

#### 5.3.8 Sub-Contractor/Partner Disclosure

Your firm may propose the entire solution. If the proposal by your firm requires the use of sub-contractors, partners, and/or third-party products or services, you must clearly state this in your proposal. Your firm shall remain solely responsible for the performance of all work, including work Contractor sub-contracts.

#### 5.3.9 Modification or Withdrawal of Proposal

Prior to the scheduled closing time for receiving proposals, any vendor may withdraw their bid. After the scheduled closing time for receiving proposals, no proposal may be withdrawn for 30 days. Only written requests for the modification or correction of a previously submitted proposal that are addressed in the same manner as proposals and are received by the County prior to the closing time for receiving proposal will be accepted. The proposal will be corrected in accordance with such written requests, provided that any such written request is in a sealed envelope that is plainly marked, "Modification of Proposal – ADA Transition Plan". Oral, telephone or fax modifications or corrections will not be recognized or considered.

#### 5.3.10 Disposition of Materials

All materials submitted in response to an RFP will become the property of the County and will be returned only at the County's option and at the expense of the firm. A copy of the proposal will be retained for official files and become a public record. Specific limited pages of a proposal, not including proposed cost and compensation, may be marked as proprietary and confidential. The firm consent will be requested before release of such pages to non-County personnel. By submitting a proposal, a firm agrees to these terms and waives any right to pursue a cause of action for damages incurred because of the release of any information contained in a proposal.

#### 5.3.11 E-Verify Compliance

Per N.C.G.S. 143-133.3 E-VERIFY. CONTRACTOR shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if the CONTRACTOR utilizes a subcontractor, the CONTRACTOR shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes

#### 5.3.12 Indemnification

Firms agree to protect, defend, indemnify and hold the County, it's officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this agreement and/or the performance hereof that are due, in whole or in part, to the negligence of the Firm, its officers, employees, subcontractors of agents. Firm further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

## 6. Scope of Services

### 6.1 General Scope

The County is seeking a qualified and experienced consultant to evaluate ADA compliance and create the County's ADA Transition Plan for the County including all facilities, and policies and procedures. At a minimum, the Scope of Services to be provided should include the following:

- **Initiation** - The Consultant will work with the County Project Manager and workgroup to develop a County position statement. The consultant will draft an ADA position statement for the County to review and modify.

The Consultant will review any existing ADA policies or forms created by the County to determine if revisions are necessary. Drafts of changes will be supplied to the County Project Manager and County Attorney to review and approve implementation.

The Consultant will also meet with the County Project Manager and the appropriate County designated Infrastructure and Asset Management employees to schedule facility inspections. The Consultant will help the County establish grievance procedures in accordance with 28 CFR 35.107(b). The consultant will present examples of options and best practices for initiating a grievance process and develop a draft for review.

- **Public Participation** - The Consultant will develop a Public Participation Plan giving the opportunity to provide feedback on the Self-Evaluation and Transition Plan. Interested people will be given an opportunity to provide feedback on the development of any policies and procedures. The public will also be given an opportunity to identify barriers to accessing facilities, services, or programs.

The consultant will develop a public survey to gather public input in the future. The Consultant will provide the County with all documents needed to conduct the public survey.

- **Facilities Survey/Inventory (Self-Evaluation Report)** – After completing the assessments described herein, the Consultant shall compile a draft Self-Evaluation report that details their findings based on applicable ADA requirements and the Consultant's recommendations for

meeting those requirements for review by the County. The report should include the most current means of complying with ADA standards. The Self-Evaluation shall be organized by each topic, and then, broken down by responsible County Department. This report shall be provided in both printed (color) and electronic (accessible PDF) forms.

All County facilities including County sidewalks should be assessed for ADA compliance unless these buildings have been constructed within the last 5 years or undergone a full renovation in that timeframe. If a building qualifies to have been recently constructed or renovated, the Consultant and ADA Coordinator will establish if the facility needs to be included in the evaluation. Those facilities will be marked with an asterisk below. The list of County facilities includes:

Facility Name	Address	City	State	Zip Code
Afton Library & ALC*	6095 Glen Afton Blvd.	Concord	North Carolina	28027
Animal Shelter	244 Betsy Carpenter Pl SW	Concord	North Carolina	28025
Arena and Events Center (4 buildings)	4751 Hwy 49 N	Concord	North Carolina	28025
Board of Elections	369 Church St. N	Concord	North Carolina	28025
Camp T.N. Spencer	3155 Foxford Dr.	Concord	North Carolina	28025
Concord ALC	331 Corban Ave. SE	Concord	North Carolina	28025
Concord Library	27 Union St. N	Concord	North Carolina	28025
Cooperative Extension	715 Cabarrus Ave. W	Concord	North Carolina	28027
Courthouse*	65 Union St. S	Concord	North Carolina	28025
Detention Center	40 Corban Ave. SE	Concord	North Carolina	28025
Emergency Equipment Warehouse and ITS*	40 Ramdin Court NW	Concord	North Carolina	28027
EMS Headquarters*	793 Cabarrus Ave. W	Concord	North Carolina	28027
EMS Station 1	31 Willowbrook Dr. NW	Concord	North Carolina	28025
EMS Station 2	380 Hwy 49 S	Concord	North Carolina	28025
EMS Station 3	325 Jackson St.	Mt. Pleasant	North Carolina	28124
EMS Station 4	913 Dale Earnhardt Blvd.	Kannapolis	North Carolina	28081
Employee Health and Wellness Center	845 Church St. N	Concord	North Carolina	28025
Frank Liske Park*	4001 Stough Rd.	Concord	North Carolina	28027
Governmental Center	65 Church St. S	Concord	North Carolina	28025
Grounds Maintenance	4005 Stough Rd.	Concord	North Carolina	28027
Harrisburg Library	201 Sims Pkwy	Harrisburg	North Carolina	28075
Household Hazardous Waste	246 General Services Dr. SW	Concord	North Carolina	28025
Infrastructure & Asset Management*	484 Cabarrus Ave. W	Concord	North Carolina	28027
Kannapolis Library	850 Mountain St.	Kannapolis	North Carolina	28081
Landfill	4441 Irish Potato Rd.	Concord	North Carolina	28025

Facility Name	Address	City	State	Zip Code
Midland Library	4297 NC Hwy 24-27 E, Suite C	Midland	North Carolina	28107
Milestone*	4855 Milestone Ave.	Kannapolis	North Carolina	28081
Mt. Pleasant Library & ALC*	1111 Washington St.	Mt. Pleasant	North Carolina	28124
Mt. Pleasant Senior Center	8615 Park Dr.	Mt. Pleasant	North Carolina	28124
Progress Place (3 buildings)*	920, 950, and 1000 Progress Pl.	Concord	North Carolina	28025
Rob Wallace Park	12900 Bethel Rd.	Midland	North Carolina	28107
Rotary Square	111 Union St. S	Concord	North Carolina	28025
Sheriff's Office Administration	30 Corban Ave. SE	Concord	North Carolina	28025
Sheriff's Office Firing Range	3525 Irish Potato Rd.	Concord	North Carolina	28025
Veterans Services	363 Church St. N, Suite 180	Concord	North Carolina	28025
Vietnam Veterans Park	760 Orphanage Rd.	Concord	North Carolina	28027

The County has an estimated 1.2M - 1.9M ft<sup>2</sup> of building space to consider evaluating for the Transition Plan. Depending on when the self-evaluations take place in creation of this plan, the list of facilities will potentially shift.

- **Transition Plan** - The Consultant shall develop the Transition Plan (28 CFR 35.150(d)(1)) from the self-evaluation. The Consultant will complete elements of the transition plan, to include barriers that limit accessibility and methods to remove the barriers. The Consultant will develop a priority list of projects and coordinate with the workgroup to review the prioritization tiers and person(s) responsible for implementation. The Consultant shall provide cost estimates for facility improvements related to ADA.

The Consultant will attend a meeting of the County Board of Commissioners to present the plan findings and recommendations.

- **Communication Plan** - The Company shall provide a draft communications plan outlining the methods to be used to communicate the City's ADA compliance and Transition Plan.
- **Training Plan** - The Consultant shall submit a preliminary Training Plan outlining the following content to thoroughly and comprehensively train County personnel:
  - Provide comprehensive "train the trainer" training for County designated personnel.
  - Outline all essentials to train City staff to fully understand ADA requirements and utilize the Transition Plan, such as class description, classroom resources, total numbers of hours required, and number of County staff that can be trained in each session.

The cost of all training referenced in this Section must be included in the Proposal Pricing.

## **6.2 Award**

The County looks to award this Contract to one (1) provider. If the proposal submitted requires the use of subcontracts and/or partners, the Service provider must clearly state this in your proposal. The selected Service provider shall remain solely responsible for the performance of all work, including work that their subcontractors perform.

## **6.3 Project Deliverables**

The anticipated project deliverables include, but are not necessarily limited to, the following:

- Self-Evaluation Process, including list of items to evaluate and responsible parties
- Final Self-Evaluation Report
- Draft ADA Position Statement
- Draft Grievance Procedures
- Review and edit current ADA policies, accommodation requests, and other forms used by the County
- Public Participation Plan documents including any appropriate alternative formats for dissemination to the disability community
- Public participation survey documents
- An additional In-person attendance at a separate meeting to present findings and recommendations
- Monthly communication between consultant and staff

## **6.4 Coordination with County Staff**

The County's Project Manager (ADA Coordinator), County Attorney, County Manager, and Infrastructure and Asset Management designee(s) will be responsible for managing the project and overseeing the selected consultant's contract. Department staff will be involved throughout the project in reviewing draft documents, providing input to project, and assisting with facility assessments. Brief monthly update and coordination meetings with the County Project Manager are anticipated and can be conducted virtually.

## **6.5 Project Timeline**

The project is targeted for completion by or before June 2030.

## 6.6 Content and Format of Proposal Package

Bidders must submit one (1) signed copy of the ADA Self Evaluation and Transition Plan proposal. The Proposal should not exceed 10 pages. The proposal must be received by the County before **4:00 p.m.** on **January 12, 2026**.

**All bid submissions become property of Cabarrus County. The County reserves the right to excuse minor discrepancies. The official clock is in the Board of Commissioner's chamber.**

The following information shall be provided, at a minimum, in the same order listed:

- **Cover Letter/ Letter of Intent** - Introduction letter with intent as it pertains to the RFP.
- **Corporate Background and Experience** - This section should include background information on the organization and provide details of the experience of similar projects of firm staff that will be assigned to this project. Applicants should provide background information on at least three projects for which the Consultant was primarily responsible. Each summary should include a description of the project, including scope; a description of services provided by the Consultant; the key principle and associated staff involved, along with staff responsibilities; initial and final project schedule, including an explanation of delays, if any. Include in this section any prior experience with the County.
- **Team Organization and Experience** - This section should include the proposed staffing, deployment, and organization of personnel to be assigned to this project and information as to the experience of professional personnel to be assigned to the project. Specific responsibilities should be listed for team members to be assigned to the project.
- **Project Understanding, Approach, and Schedule** - This section should include a narrative, outline, and/or graph form the Consultant's approach to accomplishing the project tasks outlined in the Scope of Services section.
- **Pending Lawsuits** - Please provide a list of any pending or settled lawsuits in which the Consultant or team firm was involved during the past five years.
- **References** - A list of three references for each firm to be involved in the project including a name, title, phone number and email address for an individual with each organization that can be contacted with questions. The references shall be specific to ADA Transition Plan development within the past four years.
- **Cost Estimate** - The cost estimate should be provided with an itemized list of expenses and timeline for completion for the County to review and potentially modify.

## 7. Pricing Worksheet

This pricing worksheet is for the County ADA Transition Plan. As an option for the Contractor, this contract may be distributed across a five-year plan. For each year of work, the work tasks for the corresponding year and price shall be listed below including total price for each year highlighted in orange in the provided table. Total project cost must be included at the end of the table.

Year	Task(s) to be Completed	Cost(s)
1		
2		
3		
4		
5		

**Total Project Cost: \$**

## 8. Evaluation Criteria

The County will review all Proposals submitted on the following criteria:

- **20% Relevant Project Experience:** Consultant's project specific experience in development of ADA Transition Plans.
- **20% Project Manager:** Demonstrated experience in projects of similar type and qualifications.
- **20% Quality of Proposal:** Project understanding and ability to meet project deadlines.
- **20% Cost Estimate**
- **20% References**

## Appendix A

### **INDEMNITY PROVISION**

CONTRACTOR assumes entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of County or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance of the work/service by the Contractor, his subcontractors, agents, and employees, including losses, expenses, damages sustained by County, and agrees to indemnify and hold harmless the County, its officials, employees or volunteers from any and all such losses, expenses, damages, demands and claims and agrees to defend any suit or action brought against them, or any of them, based on such alleged injury or damage, and to pay all damages, cost and expenses in connection therewith or resulting therefrom. As an integral part of this agreement, contractor agrees to purchase and maintain during the life of this contract, contractual liability insurance in the amount required in the general liability insurance requirements and to furnish proper evidence thereof.

Above provision specifically applies to the contract dated \_\_\_\_\_

between Cabarrus County and \_\_\_\_\_ for  
(contractor)

\_\_\_\_\_. (service or products)

NAME: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

## Appendix B

### Business References

Please list three business (preferably local government) references that you are currently engaged in similar type work or that you have recently (within the last two years) completed an ADA Transition Plan. Also to be included are a business name, person of contact, phone number, and address for each.

1. 

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2. 

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3. 

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