

May 1, 2018

Kelly Rajzer
 Director of Parks and Recreation
 Romeoville Parks and Recreation
 900 West Romeo Road
 Romeoville, IL. 60446

Re: Accessibility Consulting Services for the Romeoville Park and Recreation

Accessibility Consultation and Training Services, Inc. (ACTServices Inc.) is pleased to offer this proposal to provide accessibility consultation services to the Romeoville Park and Recreation. We thank you for your consideration in using us for your project.

The following letter outlines our understanding of the project, proposed scope of services and the estimated fee.

Project Understanding

We understand this project to involve a review of the Romeoville Park and Recreation park facilities to review the programs, policy, procedures, and facilities to determine their level of accessibility and to develop a Transition Plan. The 32 parks will be reviewed for their compliance with the 2010 Americans with Disabilities Act Accessibility Guidelines (ADAAG), and the proposed Outdoor Developed Areas standards. The parks and facilities will be reviewed as it relates to their program accessibility compliance (See Title II 35.150(b)). In addition, all elements will be evaluated using Equivalent Facilitation standards (ADAAG 103) and Dimensional Tolerances (ADAAG 104.1.1).

Scope of Services	Hours
Site review the park facilities and their elements to identify physical barriers that limit the publics' ability to participate in programs and services.	40.995
Provide a written report of noncompliant accessibility barriers including recognized accessibility barriers, code references, and recommended corrective actions.	50.0
Review the Romeoville Park and Recreation public policy and procedures to identify any accessibility barriers they create. Provide written response and recommendations.	3.0
Review and develop an inclusion policy and procedure for the Romeoville Park and Recreation Department.	2.0
Review the Romeoville Park and Recreation means of effective communication including the use of auxiliary aids to assist in the communication of information. Provide written response and recommendations.	1.0
If require, a meeting/conference calls to review findings and answer any questions.	3.0
Total Hours for Transition Plan 99.995	

Compensation

We estimate our fee for the above basic scope of serves would not exceed \$19,999.00 (99.995 Hours X \$200 per hour).

We hope this proposal meets with your approval. Please let me know if you have any questions. We are looking forward to the possibility of working with the Romeoville Park and Recreation Department on this project. If the provision set forth in this proposal meet with your approval, please sign and return a copy to us for our files.

Thank you for your consideration.

Respectfully Submitted,



Mark Trieglaff
President
Accessibility Consultation and Training Service

Kelly Rajzer, Director of Parks and Recreation

Date