



2012 New England ADA Center's Request for Proposal (RFP) For Field-Based Training Day for Cities and Towns in Maine

Purpose and Description of the Request for Proposals

The New England ADA Center and Alpha One Independent Living Center invite cities and towns (the Applicant) to submit proposals to host a field-based training day in their municipality for up to twenty-five (25) people. The purpose of the field-based training day is to train participants on how to conduct an existing facilities review and identify design-based or operational solutions that would improve accessibility under the Americans with Disabilities Act. The training day will be composed of two parts: 1. hands-on instruction on methods and strategies for an existing facilities review in the morning, and 2. participation in a group design “charrette” in the afternoon. The term “charrette” is often used by architects, designers, and planners to describe an intensive, time-limited, interactive design process intended to result in preliminary solutions to problems, in this case problems of accessibility.

The Applicant will propose a facility in which to host the training day where accessibility for people with disabilities could be improved (e.g., a town hall, library, school building, central pedestrian area, senior center, park, playground, health department, police station, playing field, recreation site, or other municipal facility). The selected facility will be used as a ‘case study’ for the training day, through which participants from the host municipality and other cities and towns in Maine will identify and address real problems at the facility and arrive at realistic, actionable solutions in a straightforward and pragmatic manner. In addition to arriving at possible solutions for some of the problems identified at the facility, the goal of the training day is to provide participants with practical, hands-on experience that will aid them in assessing similar problems in their own municipality.

Intended Participants

The primary audience for the field-based training day will be ADA coordinators, members of a disability commission, and municipal employees such as facilities and town managers and planners, public works and engineering professionals, etc. Registration will be organized by the New England ADA Center in conjunction with the Alpha One following the selection of an Applicant to host the training day. Up to 10 participants from the Awardees' municipality will be offered the opportunity to participate in the day at no cost, and the remainder of the participants (from the Awardees' municipality and from other municipalities) will pay a nominal registration fee to cover basic event-based expenses (such as a light breakfast and lunch).

Eligible Applicants: Cities and Towns in Maine

Award: \$1,000.00

Closing date for Application: March 1, 2012

Expected Number of Awards: One

Award Announced: by March 30, 2012

Award Criteria

Requirements for the Proposed Facility: The Applicant must identify a municipal site or facility that would benefit from improved accessibility for persons with disabilities. Ideally, the site will have both indoor and outdoor space - for example, a municipal building that includes a dedicated parking lot leading to a walkway which approaches the building. Preference will be given to a facility that has a variety of accessibility issues – inaccessible parking, inaccessible entrance, inadequate signage, etc.

Requirements for the Meeting Space: The Applicant must be able to provide an accessible meeting space that is within walking distance of, or preferably located within, the facility to be used during the training day. The meeting space must accommodate up to 30 people total (including Alpha One staff, New England ADA staff, Applicant participants, and other participants) and have tables to work on. In addition to the main meeting space, two break-out rooms with tables and a “pin-up” wall will be necessary.

Application Package The attached application form must be filled out and include the following information:

1. Your contact information.
2. Up to one page written description of the site's accessibility issues.
3. Up to a half page written description of the meeting space.
4. Up to 4 digital photos of the proposed facility. Be sure to compress your pictures. Color images are preferred.
5. A floor plan and site plan of the proposed facility (preferred but not required – can be fairly rough).
6. Permission to photograph or videotape the facility to be studied.

Please email your application form to Oce Harrison, Project Director, New England ADA Center:

oharrison@HumanCenteredDesign.org

Learning Objectives Participants in the field-based training day will learn how to:

1. Identify common barriers to accessibility in municipal facilities.
2. Document and analyze common barriers to accessibility.
3. Develop design-based or programmatic solutions to common barriers.
4. Prioritize solutions in order to maximize existing resources.
5. Review guidelines and standards.
6. Gain knowledge of resources.
7. Extrapolate this process to other projects.

After the Field-Based Training Day: Participants will take advantage of email and phone follow-up by contacting the New England ADA Center's 1-800-949-4232 information line with additional questions or another opportunity to consider improving accessibility in their town. Participants can also contact Alpha One.

Sample Training Day Agenda:

8:30 – 9:00AM	Arrival at meeting space, light breakfast
9:00 – 10:00AM	Introductions, overview of facilities review methods
10:00 – 12:00PM	Review of existing facilities (attendees break into two groups)
12:00 – 12:30PM	Working lunch and report back on facilities review
12:30 – 1:00PM	Working lunch and review of charrette process
1:00 – 3:00PM	Charrette (attendees break into two groups)
3:00-4:00PM	Coffee and presentation of charrette results
4:00-4:30PM	Concluding discussion



Maine Application Form to Host Field Based Training Day for Cities and Towns 2012

Please complete the form below and email to: Oce Harrison, Project Director, New England ADA Center - oharrison@HumanCenteredDesign.org by March 1, 2012.

Date _____

Name of person completing this form and contact information:

Name _____

Role _____

Name of municipality _____

Address _____

Phone _____

Fax _____

Email _____

Facility to be studied:

Facility Name _____

Facility Address _____

Facility Website _____

Type of facility to be studied:

Please describe type of facility (e.g. a Town Hall, library, school building, central pedestrian area, senior center, park, playground, health department, police station, playing field, recreation site, or other municipal facilities).

Facility Type _____

Provide a description of the facility, how one arrives there (public transportation, automobile), and who uses the facilities.

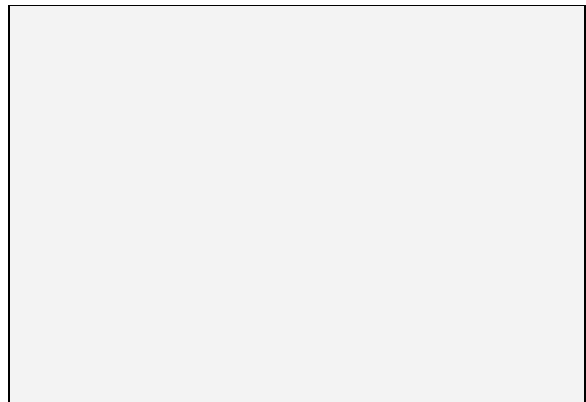
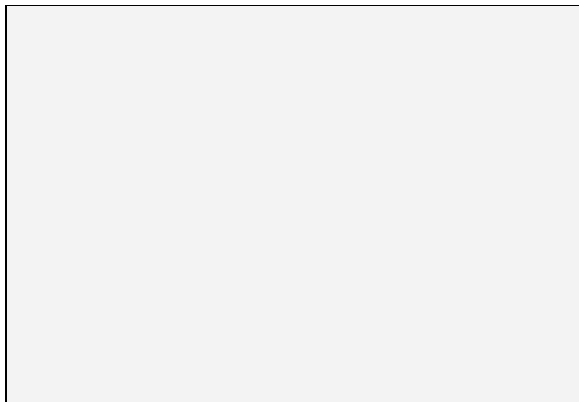
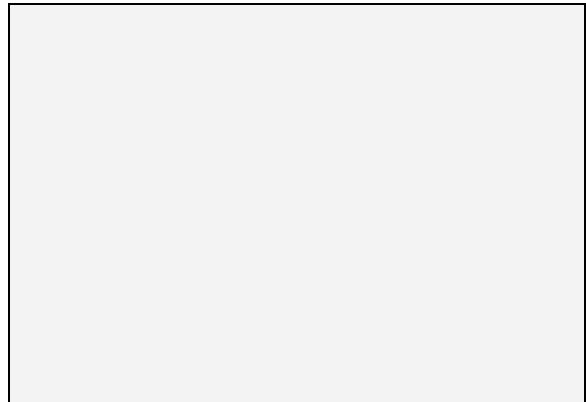
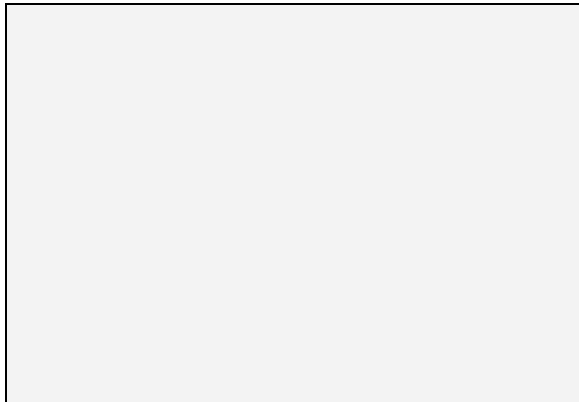
Enter text here:

Provide a description of the meeting. Meeting space must be within walking distance of the facility to be studied.

Enter text here:

Provide up to 6 digital photos of the proposed facility. Be sure to compress your pictures to no larger than 250 kilobytes JPEG or PNG. Color images are preferred.

Left click in the middle of the shaded boxes, then go to "Insert" and "Picture" and select the image file to be inserted.



Permission to photograph or videotape the facility to be studied:

_____ (name of municipality) agrees to have the site photographed for training purposes.

By checking this box, _____ (municipality agrees to the permission statement above.

Signature _____
Name _____
Date _____

Insert a floor plan and site plan of the proposed facility on the next page. (Preferred but not required – can be fairly rough)

Left click in the middle of the shaded boxes, then go to “Insert” and “Picture” and select the image file to be inserted.

Floor Plan

Site Plan