



May 21, 2024

Mr. Rob Fowler
Town of Appomattox
Interim Town Manager
P.O. Box 705
Appomattox, VA 24522

Re: Town of Appomattox – Town Hall Accessibility Compliance Survey

Dear Rob:

First, thank you for the continued opportunity to collaborate with you and the Town.

Project Understanding:

The existing Town Hall consists of approximately 6,300 square feet on two floors. The building dates to the 1960's but has had some renovations to the DMV area and top floor over the last 20 years.

The Americans with Disability Act was signed into law by George H. W. Bush in 1990. It is important to note that the bill had broad bipartisan support but was opposed by those who owned real estate due to the perceived cost of updating their buildings.

The building code (Virginia Construction Code) has a chapter that addresses accessibility requirements and references the International Construction Code (ICC A117.1 Accessible and Usable Building Facilities) which includes requirements of the ADA and the American National Standard (ANSI).

The purpose of an ADA Compliance Survey is to determine how well the building aligns with those people with various physical disabilities including mobility, vision, and hearing. ADA compliance is not just for accommodating those who visit your building, but also those who work in the building. Disabilities that are minor due to a temporary condition would not be covered by the requirements, but a short-term illness or impairment of an employee may qualify.

Professional Services Included in this Proposal:

We will provide Town Council with an Accessibility Compliance Survey that lists the non-conforming accessibility issues, a description of workable solutions, and an estimated cost for remediation. Our study will only include the top floor of the building where the Town offices are located.

- Note that a correction of an accessibility issue may require additional work to adjacent spaces.

We will develop a report for the council's review and will make a presentation of our findings to the council.

Other Work Not Included in this Proposal:

We have excluded the following items:

- The lower floor of the building including the shell space (former fire department) and DMV office.
- Construction documents used for publicly bidding the project and obtaining a building permit.

Proposed Professional Fees: Basic Services

We propose a lump sum fee of \$5,000 the work described in this proposal.

We will invoice monthly, with payment due within 45 days. After that time, unpaid invoices will accrue interest at 1% per month.

If this proposal is acceptable, please execute one copy of the letter and return it to us.

Sincerely,



Blair Smith, RA, LEED AP

Accepted By:

Date:
