

**EXHIBIT "A"**  
**SCOPE OF SERVICES**



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Portland, OR 97204  
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November 16, 2023

Lizzandro Diaz, CBO  
Building Official  
City of Coachella  
5399 Enterprise Way | Coachella, CA 92236

**Re: City of Coachella ADA Transition Plan**

Dear Lizzandro,

Thank you for the opportunity to provide ADA planning services for the City of Coachella. As discussed during our call, the following summarizes our understanding, approach, and proposed scope of work and fee needed to develop the City's ADA Self-Evaluation and Transition Plan.

As required by the Americans with Disabilities Act (ADA), the City of Coachella must make accessibility improvements to its buildings, parks, and facilities to ensure that everyone — regardless of ability — has equal access to opportunities to live, work, and play. The resulting Plan will identify barriers to accessibility, methods for improving access, establish a timeline for removing ADA barriers, identify the person responsible for Title II compliance, and involve people with disabilities in preparing the Plan. The Plan will provide a strategic approach and tools for continued access improvements as the City implements its ADA Self-Evaluation and Transition Plan in the coming years.

**Components**

The ADA legislation requires the following list of Self-Evaluation and Transition Plan (SETP) elements:

*§ 35.105 Self-Evaluation*

- Evaluate services, policies, and practices;
- Identify modifications needed to services, policies, and practices; and
- Involve people with disabilities to participate in the self-evaluation process.

*§ 35.150 (d) Transition Plan*

- List barriers;
- Identify feasible solutions to each barrier;
- Establish a timeline for removing barriers;
- Identify the person responsible for Title II compliance; and
- Involve people with disabilities in the preparation of the Plan.

The following scope of work addresses each of these requirements and the steps needed to accomplish this work.

**Estimated Fee**

Based on our understanding of the City's needs, our estimated total cost to complete the required tasks and deliver an ADA Transition Plan is \$84,095, which includes \$77,295 in labor and an estimated \$6,800 in reimbursable expenses. We've included three optional tasks to consider in addition to the scope of work. These services will be billed on a Time and Materials basis, summarized in the supplemental budget

table. As discussed, we will also provide our proposed schedule to complete this project following negotiations and additional discussions with the City.

We very much appreciate the opportunity to work with the City and community of Coachella. Please feel free to contact me at [jonathanp@migcom.com](mailto:jonathanp@migcom.com) or (503) 297-1005 if you have any questions, or would like to clarify our proposed scope or work. We look forward to hearing from you and getting started on this important project.

Sincerely,

A handwritten signature in black ink, appearing to read 'JPheanis', with a stylized flourish at the end.

Jon Pheanis, AICP  
*Principal | Director of Portland Operations*



## Coachella ADA Transition Plan: Estimated Project Costs

		MIG, Inc.		Direct Costs	Professional Fees Totals
		MIG Totals			
		Hours	Fee		
<b>1</b>	<b>PROJECT MANAGEMENT</b>				
1.1	Ongoing Project Management & Communication	56	\$9,800	\$0	\$9,800
1.2	Project Initiation - Staff Meeting #1	4	\$740	\$0	\$740
	<i>Subtotal</i>	<i>60</i>	<i>\$10,540</i>	<i>\$0</i>	<i>\$10,540</i>
<b>2</b>	<b>ADA SELF-EVALUATION SUPPORT</b>				
2.1	ADA Self-Evaluation Support	22	\$3,965	\$0	\$3,965
	<i>Subtotal</i>	<i>22</i>	<i>\$3,965</i>	<i>\$0</i>	<i>\$3,965</i>
<b>3</b>	<b>ADA FACILITY EVALUATIONS</b>				
3.1	Prepare Facility Diagrams	53	\$5,845	\$0	\$5,845
3.2	Conduct Facility Evaluations	166	\$19,850	\$6,000	\$25,850
3.3	Prepare Facility Reports	95	\$11,130	\$0	\$11,130
3.4	Facility Barrier Summary Report	21	\$3,395	\$0	\$3,395
3.5	GIS Implementation Data	14	\$1,950	\$0	\$1,950
	<i>Subtotal</i>	<i>349</i>	<i>\$42,170</i>	<i>\$6,000</i>	<i>\$48,170</i>
<b>4</b>	<b>PREPARE THE ADA TRANSITION PLAN</b>				
4.1	Facility Prioritization Work Session – Staff Meeting #2	10	\$1,600	\$0	\$1,600
4.2	ADA Advisory Group - Stakeholder Meeting #1	10	\$1,600	\$100	\$1,700
4.3	Prepare the Draft of the ADA Transition Plan	58	\$7,580	\$0	\$7,580
4.4	ADA Advisory Group - Stakeholder Meeting #2	10	\$1,600	\$100	\$1,700
4.5	Public Review Draft of the Transition Plan	28	\$3,580	\$500	\$4,080
4.6	Prepare the Final ADA Transition Plan	18	\$2,930	\$0	\$2,930
4.7	Presentation to City Council	10	\$1,730	\$100	\$1,830
	<i>Subtotal</i>	<i>144</i>	<i>\$20,620</i>	<i>\$800</i>	<i>\$21,420</i>
<b>Professional Time and Costs Subtotal</b>		<b>575</b>	<b>\$77,295</b>	<b>\$6,800</b>	<b>\$84,095</b>
<b>Total Project Cost</b>					<b>\$84,095</b>
	<b>OPTIONAL TASKS</b>				
A	Customer Services Staff Training	9	\$1,395	\$0	\$1,395
B	Maintaining Accessible Facilities Staff Training	9	\$1,395	\$0	\$1,395
C	Policy, Procedures, and Program Evaluation and Report	106	\$13,730	\$0	\$13,730
	<i>Subtotal Optional Tasks</i>	<i>124</i>	<i>\$16,520</i>	<i>\$0</i>	<i>\$16,520</i>

# City of Coachella - Facility Leases

Building	Lessee	PROPERTY ADDRESS
City Civic Center		53-990 Enterprise Way, Coachella, CA 92236
City Coporate Yard		53-462 Enterprise Way, Coachella, CA 92236
City Sanitation Department		87075 Avenue 54, Coachella, CA 92236
Coachella Library	Riverside County Library System	1500 Sixth Street, Coachella, CA 92236
Bagdouma Community Center	Desert Recreation District	51257 Douma Street, Coachella, CA 92236
New Public Library	6th Street Coffee	1500 Sixth Street, Coachella, CA 92236
Library Annex	Latino Commission	1538 Seventh Street, Coachella, CA 92236
Library Annex	Raices	1536 Seventh Street, Coachella, CA 92236
Old City Hall	Alianza	1515 Sixth Street, Coachella, CA 92236
Old Chamber of Commerce	Coachella General	1258 Sixth Street, Coachella, CA 92236
Old Corporate Yard	Culturas	510 Vine Street, Coachella, CA 92236
Boxing Club	Lee Espinoza	51301 Douma Street, Coachella, CA 92236
Transit Center	Sun Line	790 Vine Street, Coachella, CA 92236
Old Water Billing/Old Fire Station	Fire House Bar and Grill	1515 Sixth Street, Coachella, CA 92236
Bagdouma Park	Verizon	51711 Douma Street, Coachella, CA 92236
Boys and Girls Club	Boys and Girls Club - Coachella	85350 Bagdad Avenue, Coachella, CA 92236
Bagdouma Park		Ave. 52 ande Douma St., Coachella, Ca 92236
Veterans Park		4th st and Orchard St., Coachella, CA 92236
Date Land Park		Shady Ln. and Cairo St.,Coachella
Rancho Las Flores Park		Van Burenand South of Ave. 48, Caochella
Tot Park		Ave. 53 and Calle Empalme, Coachella, CA
De Oro Park		Ave.50 and Ave. De Oro, Coachella,CA 92236