

RESOLUTION NO. 1255

**A RESOLUTION AUTHORIZING AND DIRECTING EXECUTION OF A  
PERSONAL SERVICES CONTRACT WITH SOUND ACCESS  
TO TAKE THE LEAD IN WORKING WITH THE  
CITY OF ANACORTES ON ITS ADA TRANSITION PLAN  
AND EVALUATION**

WHEREAS, the City of Anacortes wishes to contract with Sound Access for the purpose of assisting the City in putting together the Americans With Disabilities Act (ADA) Transition Plan and Evaluation; and

WHEREAS, the City and Sound Access desire to enter into an agreement for this work;

WHEREAS, execution of the proposed Personal Services Contract is in the best interests of the City of Anacortes; now, therefore,

IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ANACORTES AS FOLLOWS:

1. The Mayor and City Clerk are hereby authorized and directed to execute that certain Personal Services Contract by and between the City of Anacortes and Sound Access, a copy of which is attached hereto and by this reference made a part hereof.

2. Said Personal Services Contract is in all respects ratified and approved.

PASSED AND APPROVED this 15th day of March, 1993.

CITY OF ANACORTES, WASHINGTON

BY Doyle C. Geer  
Doyle Geer, Mayor

ATTEST:

George Khtalian  
George Khtalian, City Clerk

# Sound Access

ADA Compliance • Accessibility Requirements • Project Coordination

## LETTER OF AGREEMENT

March 11, 1993

Mayor Doyle Geer  
City of Anacortes  
P O Box 547  
Anacortes WA 98221

As a result of previous meetings and initial evaluations of your facilities, we are providing this letter of agreement for your understanding and approval. Sound Access will assist the City of Anacortes by completing a comprehensive ADA Compliance Review of facilities owned, and services provided, in City facilities at Anacortes Washington. This survey will include facilities owned and/or operated by the City of Anacortes and the programs, activities and services provided therein. The review document will relate the condition of existing facilities to the requirements of the Americans with Disabilities Act of 1990, and related State and Federal regulations. This work will be performed for a professional fee of \$9,400.00. This offer is valid through April 25, 1993.

### PAYMENT TERMS

*ACC* \$950.00 initial payment for mobilization costs to accompany signed letter of agreement authorizing Sound Access to begin this survey.  
\$1,500.00 is due and payable upon receipt of Sound Access invoice 30 days after this agreement is executed, as progress payment on work done to that date.  
\$7,000.00 is due upon receipt of invoice and final Sound Access reports.

Drafts or checks are payable to **SOUND ACCESS**  
12020 100th Avenue NE, Suite C101  
Kirkland, WA 98034  
(UBIN 601 401 970)(TIN 536-40-8541)

### SCOPE OF SERVICES

The ADA Compliance Review to be completed by Sound Access will include the following services:

- Survey of existing facilities, including parks, parking areas, entries, lobby or reception areas, toilet rooms, common use areas, meeting rooms and other locations available for public use (includes comments on services provided)
- Review of conditions or items which may require modification in order to comply with provisions of the Americans with Disabilities Act and Washington State Regulations affecting people with disabilities  
(Note: Sound Access will survey only selected representative work areas in each facility. Sound Access will incorporate the City of Anacortes curb ramp transition schedule in final reports.)
- Provision of ADA reference and resource documents for City administration use (within 15 days of start of project)
- Final report to City administrators to include summary of review process, list of recommended modifications with assigned priority and estimated costs, and a resource list of suppliers for accessible items.

**GENERAL PROVISIONS**

In addition, it is agreed that the following provisions apply to this project

Ed•Frank/Sue Koegel will be designated as City of Anacortes's contact person for this Sound Access project at 293-1900

- Michael Collins, owner of Sound Access, is designated contact for Sound Access at 206-821-2375 (Fax 206-821-2959)
- Sound Access employees, associates and sub-contractors will be identified by appropriate name badges while performing survey work at City of Anacortes facilities.
- Sound Access will provide record of liability releases protecting City of Anacortes, for each individual assigned to this project

**CITY OBLIGATIONS**

The City of Anacortes agrees to provide the following

- Media notice requesting comments from the general public
- Access to building plans upon request
- Updated list of facilities information, to include date of construction, approximate size and any potential plans for remodeling, additions or similar major modifications
- Directory of appropriate administrative staff, including contact persons for survey assistance at each location included in this project
- Copies of all current documents relating to facilities, routes and services which are available to employees or visitors with disabilities
- List of services offered to the public at each designated location
- Any copies of ADA documents already completed for each facility in this project
- City of Anacortes will provide facility access to Sound Access personnel on pre-arranged schedule **NOTE** Some survey activities may occur after normal business hours or on weekends, to avoid disruption of City activities

**SPECIAL PROVISIONS**

- People with disabilities will be included in all survey activities (Michael Collins, owner and principal consultant of Sound Access, is also disabled)
- The final Sound Access report will be submitted in a format which is compatible with the City's ADA Self-Evaluation Review for maintenance in City administrative offices. A draft copy of the ADA Self-Evaluation Review will be submitted to the City of Anacortes within 70 days of receipt of this approved contract by Sound Access

The following Sound Access services are available at additional cost, upon written notification

- Architectural design for recommended ADA improvements, or as-built drawings, at \$ 39 00 per hour
- Management of ADA improvement projects

The ADA Compliance Review of City of Anacortes facilities will be completed within 100 days of receipt of this signed letter of agreement and initial deposit check from the City of Anacortes. It is understood that this review is to be accomplished and submitted as part of the City of Anacortes' effort to remain in compliance with the Americans with Disabilities Act of 1990. The final documents are a permanent record of the city's activities in achieving maximum accessibility for people with all types of disabilities.

Sound Access will use the most recent interpretations and regulations of the ADA and Washington State laws affecting people with disabilities in completing this review. For more detailed information, it is recommended that clients refer to the Americans with Disabilities Act or the Federal agencies responsible for enforcing these regulations. Sound Access will not be held liable for subsequent complaints filed against the City of Anacortes or related facilities, nor for completion or maintenance of recommended improvements.

**AUTHORIZATION TO BEGIN REVIEW  
For Sound Access**

For the City of Anacortes

*Michael C. Collins*

Michael C Collins  
Owner / Principal Consultant

*Doyle E Geer*

Signature  
Print or type Name Doyle E Geer

Title Mayor

3/17/93  
Date

3/17/93  
Date of Acceptance

Check / Draft Number \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ attached

(Sound Access copy—Please sign and return)