



Punta Gorda

CITY OF PUNTA GORDA ADA TRANSITION PLAN FINAL REPORT City Hall Annex

October 4, 2017

Prepared For:
City of Punta Gorda
326 West Marion Avenue
Punta Gorda, Florida, 33950



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1.0 LOCATION MAP

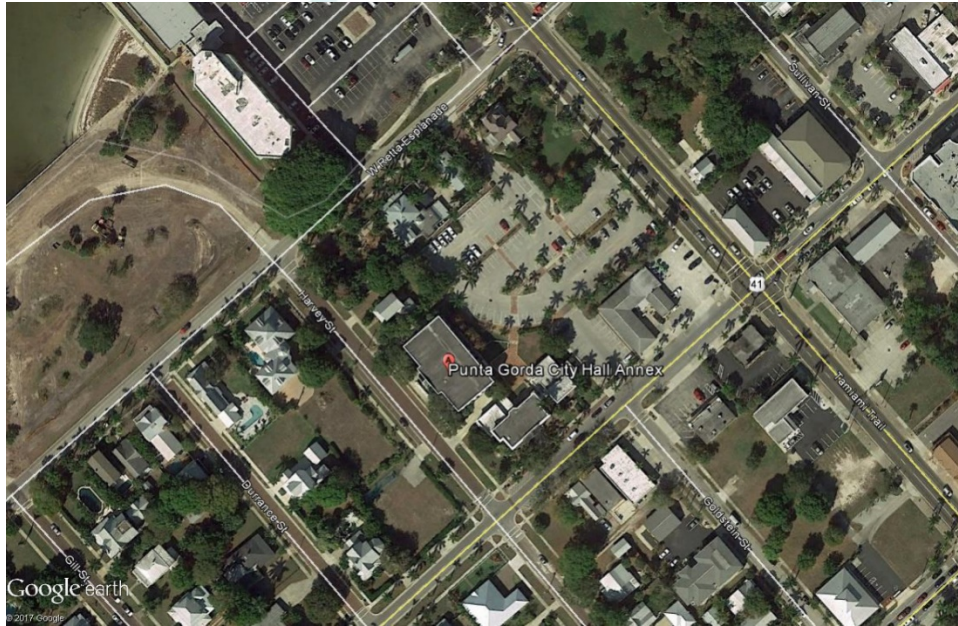


Figure 1-1 - Location Map

1.1 FACILITY DESCRIPTION

City Hall Annex is a 15,726 square foot facility that was built in 1991 and is located adjacent to City Hall, on Harvey Street. The facility has a garage on the first floor and houses various City offices above. General public access to the facility is allowed. The facility can be accessed via the connecting sidewalks, garage, or rear parking lot.



2.0 PROCESS OVERVIEW

2.1 PUBLISHED STANDARDS

As indicated in our project proposal, the findings for each facility assessed under the project will be provided in the form of an Accessibility Assessment Report, or AAR. This AAR conforms to ASTM E2018-01 - Standard Guide for Property Assessments: Baseline Property Condition Assessment Process standards.

The AAR is intended to identify defects or deficiencies in compliance with the Americans with Disabilities Act Accessibility Guidelines (ADAAG), and Florida Accessibility Code (FAC), as well as any other code deemed applicable and to recommend necessary improvements that could improve accessibility of the assessed facilities by individuals with disabilities. Our assessment is based on spaces, areas, elements, or features that can or could be accessed by the general public. Attention to equipment or work spaces not allocated for use by individuals with disabilities has not been evaluated. Nevertheless, where work areas that may allow individuals with disabilities to be employed are identified by the facility member interviewed during the introductory stage of the assessment are identified, these areas have been assessed and any deficiencies noted are reported herein.

The date the facility was constructed or renovated is important to determine so that applicable standards can be applied during the assessment process. This facility was built in 1991. The ADAAG became enforceable in January 1992 with a revision becoming enforceable in 2012. The FAC has had various revisions over the years. However, if renovations were done to the building since 1992, that room or component of the building should be modified to meet the applicable standards at that time. As such, this AAR reports deficiencies according to ADA and FAC standards as appropriate to the condition assessed.

3.0 ASSESSMENT PROCESS

A facility walk-thru and assessment of site and elements for compliance with applicable accessibility standards was conducted on May 25, 2016. The assessment was conducted by Tindale Oliver staff, certified as Accessibility Inspectors.

The facility survey addressed each accessible element and space within and external to the facility and included applicable elements such as path-of-travel (accessible route), parking, curb ramps, entrances/exits, ramps, hardware, and all other occupiable spaces and elements covered by the ADAAG.



The survey included physical measurements and counts for components or systems. Survey findings were collected and recorded on Tindale Oliver's custom made, Android based, ADA compliance checklist application. Photographs were taken with the tablet of each area of the facility for familiarization and later reference to illustrate deficiency findings. The digital data and photographs were then uploaded to a database on our secure servers for backup. Where appropriate, photographs have been included in this AAR to illustrate issues or deficiencies where necessary.

The facility survey consisted of non-intrusive visual observations, which allowed for a readily accessible and easily visible components and systems assessment of the facility which included measurements of space and clearance dimensions, slope, walkway widths, reach ranges, maneuverability measurements, etc.

4.0 FINDINGS AND DEFICIENCIES

4.1 GENERAL

The use and occupancy of City Hall Annex dictates egress requirements and accessible route requirements consistent with the ADAAG regulations. Because the general public does access the facility, and in the interest of establishing an accessibility compliance baseline condition report of the facility, a full accessibility assessment was conducted. Where deficiencies in compliance with ADAAG or FAC exist, descriptions of the deficiency, regulatory requirement(s) pertinent to the deficiency, a photograph or sketch illustrating the deficient element, and recommendations for remediation of the deficiency are listed below.



4.2 PARKING FACILITY

Assessments

The surface parking lot assessment, located behind City Hall Annex is included in the City Hall report. The 1st floor garage parking, located under City Hall Annex is outlined below.

1. The vertical clearance within the garage is 79", which is below the minimum height of 98" per, per **ADAAG 502.5**.



Figure 4-1 – Existing accessible parking spaces

Recommendations

According to the ADA, accessible parking spaces must have a minimum vertical clearance of 98". Since this garage has insufficient vertical clearance, it is recommended to remove the signage at the accessible parking space and reclassify it as a "courtesy space for people with disabilities". In addition, a sign should be placed outside the garage directing vehicles needing high clearance and accessible parking to the adjacent surface parking lot.



4.3 ENTRANCE/EXIT

Assessments

There are a few ways for a person to enter the City Hall Annex, some of which require some minor improvements to make accessible.

1. There is a step at the entrance/exit to the parking garage. This entrance/exit connects the adjacent sidewalk to the elevator. Per **ADAAG 3003.2**, a vertical change greater than $\frac{1}{4}$ " is not accessible.



Figure 4-2 – Harvey Street Entrance/Exit

Recommendations

1. Pave a ramp at the exterior of the door thereby making the accessible route to/from the sidewalk ADA compliant.



4.4 RESTROOMS

Assessments

Due to their occupation, not all of the restroom facilities were assessed. However, it is assumed that the issues observed would apply to all of them.

Women's Restroom

1. The paper towels are located at a height of 56" from the ground, violating **ADAAG 308**. However, at the time the facility was built, this height was considered compliant.
2. The bathroom's main sink's pipes are exposed, violating **ADAAG 606.5**.
3. There is no rear grab bar behind the toilet, violating **ADAAG 604.8.1.5**.

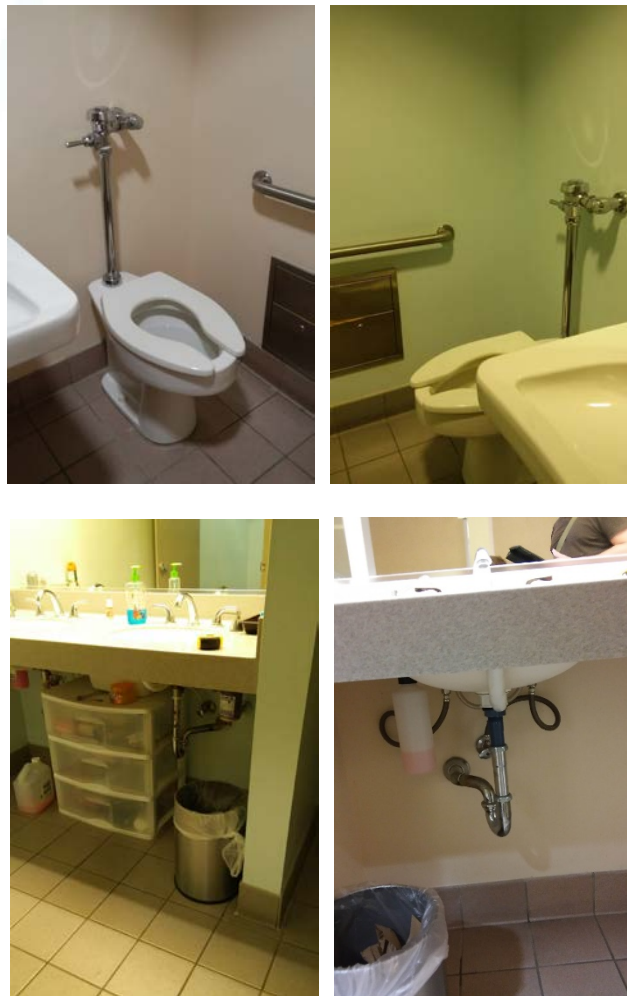


Figure 4-3 – Women's Restrooms



Men's Restroom

1. The paper towels are located at a height of 58" from the ground, violating **ADAAG 308**.
2. The bathroom's main sink's pipes are exposed, violating **ADAAG 606.5**.
3. There is no rear grab bar behind the toilet, violating **ADAAG 604.8.1.5**.
4. The urinal is 20" from the rim to the floor, violating **ADAAG 605.2**.



Figure 4-4 – Men's Restrooms

Recommendations

1. Lower the paper towel dispensers to a maximum height of 48".
2. Insulate all exposed sink pipes to prevent contact with the legs of users in wheelchairs.
3. Install rear grab bars on the accessible toilets.
4. Lower the urinal so the rim is a maximum height of 17" from the floor.

4.5 DRINKING FOUNTAINS

Assessments

The single drinking fountain has spout height of 36", which is compliant per **ADAAG 602.4**. However, per **ADAAG 211.2** no fewer than two water fountains shall be provided, complying with 602.4 and 602.7. **ADAAG 602.7** states that a secondary water fountain for standing persons must have a spout height between 38" and 43" above the floor.





Figure 4-5 – Single Drinking Fountain.

Recommendations

Install a secondary water fountain with a spout height between 38” and 43”, per **ADAAG 602.7**

4.6 SIGNAGE

Assessments

1. Exit doors do not have tactile exit signs, violating **ADAAG 216.4.1**.
2. Some doorways/rooms are lacking tactile signage or have them mounted in a non-compliant position.





Figure 4-6 – Signage.

Recommendations

1. Place tactile exit signs on the wall, on the latch side of door to comply with **ADAAG 703.1, ADAAG 703.2, ADAAG 703.4.2, and ADAAG 703.5**, identifying the exterior exit doors.
2. Add/replace the signage on all doors with tactile signs, located on the latch side of the door, complying with **ADAAG 703**.
 - a. Signs should designate the room by its name or a room number.
 - b. Signs should be braille with raised lettering.
 - c. The height of the sign should be placed between 48” and 60” high from the floor, measured to the baseline of the lowest and highest line of raised characters per **ADAAG 703.4.1**.
 - d. The sign should be placed in the center of an 18” clear space adjacent to the latch side of the door.
 - i. For double doors, the sign should be placed in the center of the two doors since no wall space exists to the right of the right hand doorway.

4.7 RESTRICTED EMPLOYEE AREAS



Figure 4-7 – Employee Break Area Kitchen



Violations/Issues:

1. The sink in the employee kitchen is 36" high, 2" too high to be considered accessible, violating **ADAAG 804.4**.

Recommendations:

1. Ensure the sink complies with **ADAAG 606.3** and **ADAAG 606.4**, where the height of the sink is 34" max and the faucet controls comply with **ADAAG 309**.

4.8 MISCELLANEOUS***Assessments***

1. Some of the receptionist desks, which have forms for the public to fill out, have a counter height of 42.5" with no auxiliary writing surface, violating **ADAAG 904.4**.



Figure 4-8 – Miscellaneous.

Recommendations

1. Either lower a section of the existing desk to a maximum height of 36" or place a foldable table, with a maximum height of 36", adjacent to the desk that can be set up as a writing surface on an as-needed basis.



5.0 IMPLEMENTATION AND FINANCIAL PLAN

In the previous sections, the improvements that are required to improve accessibility conditions at the facility were identified. The next step in the process is the development of an Implementation and Financial Plan for improvements. This was undertaken through the following efforts:

- preparing cost estimates for the required improvements;
- identifying funding that is available for the improvements; and
- reviewing the specific improvements in more detail and categorizing them into two separate groups. These include:
 - quick fix improvements; and
 - improvements that require more time, effort, and/or funding.

5.1 DEVELOPMENT OF IMPROVEMENT COSTS

In order to develop the Implementation and Financial Plan, unit costs for each type of improvement were developed. These unit costs were based on recent experiences with other agencies and, when available, standard industry costs when local data was not available. **It is important to note that the unit costs include across-the-board assumptions that will need to be reviewed prior to the actual improvement being completed.**

Table 5-1 includes the unit costs for each type of improvement that were used to estimate the improvement costs. In addition, this table includes an estimate for the total number of items needing each type of improvement, as well as the total estimate of probable cost by improvement type.

Note that the costs included in the table below are planning level estimates, once the projects progress through design, the actual construction opinions of cost will become more refined. Also, Punta Gorda does not have the funding to go out and make all of these improvements at one time, which would offer the most economy of scale. Therefore, cost estimates are reflective of multiple smaller phases that will be more conducive to the funding available.

Again, it should be noted that the estimates are intended to reflect the order-of-magnitude costs for the City's overall facility improvement needs over the timeframe of the plan; for specific projects nearing implementation, it may be necessary for the City to conduct a more detailed cost assessment.



Improvement	Cost		Approx. Amount	Approx. Cost	Priority	Quick Fix
4.2 - Parking						
Restripe accessible parking	\$1,000	each	1	\$1,000	High	No
New parking signage	\$300	each	2	\$600	High	Yes
4.3 - Entrance/Exit						
Pave a ramp over the step	\$10,000	each	1	\$10,000	High	No
4.4 - Restrooms						
Relocate toilet paper dispenser	\$100	each	2	\$200	Medium	Yes
Add pipe covers to restroom sinks	\$100	each	2	\$200	Medium	Yes
Install rear grab bar	\$1,000	each	2	\$2,000	High	No
Lower urinal	\$1,000	each	1	\$1,000	Medium	No
4.5 - Drinking Fountain						
Install a second drinking fountain	\$2,000	each	1	\$2,000	Medium	No
4.6 - Signage						
Add/relocate room and exit signage	\$100	each	25	\$2,500	High	Yes
4.7 - Restricted Employee Areas						
Lower employee sink & counter	\$3,000	each	1	\$3,000	Medium	No
4.8 - Miscellaneous						
Have a folding table available for use	\$200	each	1	\$200	Medium	Yes
Sub-Total Estimate				\$22,700		
<i>Mobilization</i>	\$10,000			\$10,000		
<i>Signed & Sealed Plans</i>	\$5,000			\$5,000		
<i>Survey/Design</i>	20%			\$4,600		
<i>Inspection</i>	10%			\$2,300		
<i>Miscellaneous</i>	15%			\$3,500		
Total Order of Magnitude Cost Estimates				\$48,100		

Table 5-1 Cost Estimate



5.2 DEVELOPMENT OF THE IMPLEMENTATION AND FINANCIAL PLAN

The Implementation and Financial Plan was developed to identify when the improvements should occur, based on the relative priority of the improvements and anticipated level of funding that will be available to address the improvements.

Due to the nature of the quick fix improvements, it is assumed that the majority of the identified quick fix improvements will be completed within the confines of the five-year plan, listed in the following section.

It would be ideal if Punta Gorda could take advantage of “piggy backing” needed improvements with other planned facility improvement and renovation projects. Under ideal circumstances, this would permit the City to benefit either because the project directly addresses some or all of the needed improvements, or the project allows the City to reduce its improvement costs due to the concurrent construction activities. It is not known at this time the amount of implementation costs that could potentially be saved by completing the improvements concurrent with planned projects. Therefore, potential cost savings through fund leveraging are not included in the Implementation and Financial Plan at this time. In the future, should the desire and ability to estimate the amount of costs that could be reduced through fund leveraging, the cost of the improvements for those impacted improvements may be adjusted.

To develop the plan, the prioritized list of improvements were incorporated into the Implementation and Financial Plan based on the amount of anticipated funding available each year for the improvements.

It should be stressed that the Implementation and Financial Plan will serve as a general guide for the planning of improvements and that several factors will influence the timing for implementation of specific improvements and the overall cost of the program, including:

- Opportunities for partnering with other jurisdictions or organizations on implementing improvements.
- Specific site conditions at individual locations, including landscaping, utilities, drainage, which can have a significant impact on the type of improvements required and the associated cost.
- Contracting opportunities, including awarding a unit-price contract for the implementation of improvements at multiple locations.
- Additional opportunities to relocate or consolidate individual amenities.

On an annual basis, the list of needed improvements will be reviewed against the funding that is available that year to develop a specific work program. As previously mentioned, this will involve development of more detailed cost estimates based on a review of site conditions at individual locations.



5.3 FUNDING PLAN FOR NEEDED IMPROVEMENTS

Table 5-1 presents an example of a phased implementation plan by listing the improvements with a proposed priority and their associated costs. It should be noted that the costs are estimates of probable cost, with the ultimate costs dependent upon how the work is undertaken, site conditions at individual locations, material and labor prices in future years, and potential right-of-way costs. The number of items that are consolidated, modified, relocated, or removed will also be an important variable, as well as the amount of work that will be the responsibility of other entities.

Due to the unknown level of funding currently available for accessibility improvements, current renovation schedule, and the completion of the quick-fix improvement list, the items recommended for improvement each year of the program do not necessarily have to be the highest ranking items on the priority list. However, as the improvement program progresses, high ranking items that were not initially improved should be included in future years.

It should be noted that the phased implementation plan is just a guide. The number of items improved each year and the specific locations chosen for improvement may vary due to such factors as the actual costs of the improvement. As such, the improvements will need to be reviewed and a work program developed specifying the improvements that will be undertaken on an annual basis. The improvements would be undertaken through task orders. It is envisioned that the effort could focus on implementation of improvements within specific sections of the facility or would occur with groups of similar improvements throughout the City, both of which could enable improvements to be implemented more quickly.

It should be stressed that this plan is presented as an overall guide to the implementation of improvements. City staff will need to review the needed improvements and the available funding on an annual basis to develop the annual improvement program.

