



America's Small Town Capital

DEPARTMENT OF PUBLIC WORKS, City Hall, 39 Main Street, Montpelier, VT 05602

May 21, 2018

Ms. Valerie Fletcher, Executive Director
Institute for Human Centered Design
200 Portland Street, First Floor
Boston, MA 02114

RE: RFP for ADA Self Evaluation and Transition Plan
Notification of ADA Advisory Committee Recommendation

Dear Ms. Fletcher:

I am writing to notify you that the proposal submitted in response to our RFP to provide professional services for the above referenced project has been reviewed and considered. I am pleased to inform you that the ADA Advisory Committee voted unanimously to recommend the Montpelier City Council authorize award of a professional services contract to **The Institute for Human Centered Design** to undertake the ADA Self Evaluation and Transition Plan update.

The selection team consisting of the Community Development Specialist, the Building Inspector, ADA Advisory Committee members and myself, evaluated the three proposals received in accord with the evaluation criteria described in the RFP. The summary of the evaluations is enclosed for your information. Upon consideration of the technical proposals and compilation of the preliminary selection ranking, the separately sealed cost proposal were then opened and reviewed.

The City Council agenda memorandum conveying the Committee's recommendation is enclosed for your information. This recommendation will be considered by the City Council during their regular meeting of Wednesday, May 23rd which begins at 7:00pm.

I'm confident the City Council will authorize the contract award so I am now looking forward to meeting you and the IHCD team and beginning work on this project.

Sincerely,

A handwritten signature in blue ink, appearing to read 'T. McArdle', with a long horizontal flourish extending to the right.

Thomas J. McArdle
Director of Public Works

Enclosures (agenda memorandum & evaluation summary)
C: ADA Advisory Committee