



## NOTICE OF INVITATION TO BID

PF Bresee Foundation (Bresee) is seeking a licensed Certified Access Specialist (CASP) (<https://www.dgs.ca.gov/casp>) to serve as architect and project manager involving ADA renovation in and around a commercial office buildings with on-site parking. The Bresee Foundation office is located at 184 Bimini Pl, Los Angeles, CA 90004.

**The Scope of Work** for this project includes, but is not limited to, **the attachments included herewith**. A portion of the Bresee Foundation facility was not included in the attached scope and will require a review by a CASp-certified architect to identify potential ADA deficiencies. **Note:** Building floor plans available.

The Architect/Project Manager will report to Bresee's Director of Operations, Rene Lopez, and will be responsible for oversight of design, engineering, construction, and CASP-certification. All work must utilize City and Federal standards to meet ADA compliance. The selected Architect/Project Manager will execute an AIA contract with Bresee, subject to funding regulations per City of Los Angeles, Contracts No. [C-135297](#)), which will be incorporated by reference therein.

Responsibilities include, but are not limited to, the following:

- Bidders must provide design and engineering services for all items listed in, but not limited to, the Scope of Work, which include investigation of existing conditions, researching existing documentation including structures and utilities affected by the project, and review of mechanical, plumbing, and electrical infrastructure as needed. A section of the Bresee offices is not included in the Scope of Work and will require a CASp review to identify additional ADA deficiencies.
- Make recommendations on structuring the project, e.g., separate A/E and construction vs. design-build contracting.
- Creation of project bid packages and implementing bid(s) including leading bid reviews and selections consistent with regulations.
- Draft and help execute project contracts using AIA contract forms and responding to RFI's and change orders.
- Ensure contractor compliance with insurance, bonding requirements, city and federal funding requirements, etc.
- Lead design and construction meetings as needed.
- Monitor and inspect contractor progress.
- Perform final inspection and compile Punch List.
- Approve invoices for disbursement of funds to contractor.
- Provide cost control and scheduling



- Track and respond to contractor submittals, RFI's, RFQ's, and Extra Work Requests.
- Submit monthly progress reports
- Provide course of construction photos.
- Ensure project design & construction are [CAsp-certified](https://codes.findlaw.com/ca/civil-code/civ-sect-55-53.html) (<https://codes.findlaw.com/ca/civil-code/civ-sect-55-53.html>)
- Provide primary oversight concerning any design and construction activities.
- Certify that facility is ADA compliant.

#### Evaluation Criteria

The essential qualifications for selection are:

- Documented and demonstrated skills, education and experience, including preferred CAsp certification and/or experience.
- Documented and demonstrated ability of the firm to perform on a timely basis, and within an agreed upon budget.
- Knowledge and familiarity with construction management of federal and state ADA improvement projects, especially CAsp-certified ADA projects and labor compliance.
- Experience working with the City of Los Angeles or other nonprofits on similar public works projects.
- Price of Construction Management Cost Proposal – Base Bid and any non-base services.
- Certifications
- Quality of Statement of Qualifications/ thoroughness, logic, completeness, clarity, methodology/approach, appropriate level of detail, and overall responsiveness.

#### Requested Response

Responses to this RFQ must be received by Friday, May 14, 2021 at 5:30 PST. Responses shall be no more than ten (10) pages, or five (5) two sided pages in addition to the C/P Manager/Architect Services Cost Proposal Base Bid and unit cost sheet and affidavits and information required by City and federal requirements (attached Guide to Consultant Procurement). Please include these headings in the following order:

- Summary of qualifications relevant to work summarized in Scope of Work.
- List of comparable projects with contact information.
- Certifications.
- Construction Management/Architect Services Cost Proposal – Base Bid and any Hourly Unit Costs for unforeseen expenses. (1 Sheet)

Please submit a pdf file to [rlopez@bresee.org](mailto:rlopez@bresee.org).



In addition to a pdf file, you can also hand deliver or mail a copy to:

Rene Lopez  
P.F Bresee Foundation  
184 S. Bimini Pl.  
Los Angeles, CA 90004

Mandatory bid conference and job walk will be conducted on Friday, May 7, 2021 at 11am PST by Rene Lopez at the Bresee Foundation office located at 184 Bimini Pl, Los Angeles, CA 90004.

This project is partially or wholly financed with City, State and/or Federal funds. The selected Architect/Project Manager must comply with all applicable Federal, State and local regulations regarding equal employment, labor standards and other requirements, including but not limited to:

- Affirmative Action/Nondiscrimination/Equal Employment Opportunity
- City-approved Worker's Compensation, General Liability, Professional Liability, and/or Property Insurance.

The Owner, with the concurrence of the City of Los Angeles, reserves the right to reject any or all such bids and to waive any formality in the bid. The bid of any party who has been delinquent or unfaithful in the performance of any former or existing contract with the City may be rejected.

Best regards,

*Rene Lopez*  
Rene Lopez  
Director of Operations

Enclosed:

- Notice of Invitation to Bid - Architect/Project Manager
- Scope of ADA Construction Work
- CASp Handbook

# **NOTICE OF INVITATION TO BID**

## **Architect/Project Manager**

### **PF Bresee Foundation ADA Renovations Project**

#### **DEADLINE TO SUBMIT:**

**5:00 PM – Friday May 14, 2021**

**NOTE: This is a federally funded project. Federal and State (Davis-Bacon) wages apply.**

## BID PACKAGE COVER SHEET

**Bid Submitted by:** \_\_\_\_\_

Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State & Zip Code

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone #

**Submit by E-Mail to:** [rlopez@bresee.org](mailto:rlopez@bresee.org) or envelope addressed to:

\_\_\_\_\_  
Bresee Foundation

Name

\_\_\_\_\_  
Attn: Rene Lopez

\_\_\_\_\_  
184 Bimini Pl

Address

\_\_\_\_\_  
Los Angeles, CA 90004

City, State & Zip Code

**Deadline to Submit: 5:00 PM on \_Friday, May 14, 2021\_\_\_\_\_**

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- Provide cost control and scheduling
- Track and respond to contractor submittals, RFI's, RFQ's, and Extra Work Requests.
- Submit monthly progress reports
- Provide course of construction photos.
- Ensure project design & construction are [CASp-certified](#)

(<https://codes.findlaw.com/ca/civil-code/civ-sect-55-53.html>)

- Provide primary oversight concerning any design and construction activities.
- Certify that facility is ADA compliant.

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- Experience working with the City of Los Angeles or other nonprofits on similar public works projects.
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## INSTRUCTION TO BIDDERS

Owner: PF Bresee Foundation, Inc.

Contact: Rene Lopez, Director of Operations

Telephone: (213) 387-2822 ext. 163

Email: [rlopez@bresee.org](mailto:rlopez@bresee.org)

### **RESPONSIBILITY**

By making a bid, bidder represent that they have read and understand the bidding documents. It is the bidder's responsibility to visit the project site and become familiar with the local conditions which may affect the work.

### **BID**

The Owner will accept bid as indicated in the Bid Package Cover Sheet. Bid cannot be modified after submission. Bid will not be accepted after the bid deadline. If the bid is made by an individual, it must be signed with the full name of the bidder and address provided; if it is made by a partnership, it must be signed by one of the general partners, with the name and full address of each general partner provided; and if it is made by a corporation, it must be signed by a properly authorized corporate officer with the name and address of the corporation provided.

The bidder must state in figures the unit price and specific sums of both, as the case may be, for which the bidder proposes to perform the work required.

The Bidder shall affix their business license under the provision of Article 4, Chapter 3, Division 3 of the Business and Professional Code of the State of California and CASp-certification.

### **PREVAILING WAGE**

This project is funded using federal grants. Federal and State prevailing wage applies, whichever wage is higher. To learn more about federal prevailing wage requirements, please visit: [https://www.hud.gov/program\\_offices/davis\\_bacon\\_and\\_labor\\_standards](https://www.hud.gov/program_offices/davis_bacon_and_labor_standards). To learn more about federal labor standard provisions, please visit <https://www.hud.gov/sites/documents/4010.PDF>

### **FEDERAL ACCESSIBILITY STANDARDS**

All work must comply with the 2010 Federal Accessibility Design Standards (aka UFAS) according to the Americans with Disabilities Act, which requires a Certified Access Specialist (CASp) certification.

Requirements and information can be obtained at

<https://www.ada.gov/regs2010/2010ADASTandards/2010ADASTandards.htm>,

[https://www.apps2.dgs.ca.gov/DSA/casp/casp\\_certified\\_list.aspx](https://www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx) and/or

<https://www.hudexchange.info/resource/796/ufas-accessibility-checklist/>

### **AFFIDAVIT OF BIDDER**

Each bid/proposal must have an affidavit that such bid/proposal is genuine, and not sham or collusive, or made in the interest or in behalf of any person not therein named and that the bidder has not directly or indirectly, induced or solicited any other bidder to put in a sham bid, or any other person, firm or corporation to refrain from bidding,

and that the bidder has not in any manner sought by collusion to secure an advantage over any other bidder. Any bid not accompanied by, or which is made without such affidavit, or in violation thereof, will not be considered. If the bidder is a corporation, said affidavit shall be signed by a duly authorized officer of the corporation.

### **RIGHT TO REJECT BID**

Owner reserves the right to reject any and all bids and to waive any informality. Bidder agrees to honor said bid for a period of 60 calendar days after the bid opening. If no contract award is made within 60 calendar days of the bid opening, all bids are deemed rejected.

### **CONTRACTS**

The bidder to whom the award is made will be required to execute a written AIA contract with Owner and to furnish proof of insurance and applicable bonds before a contract is executed. The following documents are essential parts of the complete contract:

1. Scope of the Work
2. Bidder's Submitted Proposal
3. Agency's/Owner's contract with the City.

### **EXAMINATION OF GROUND**

Bidders must examine and judge for themselves the location, physical condition and surroundings of the proposed work, and the work to be done. Site observations will show conditions as they are supposed or believed to exist, but it is not intended to be or inferred that the conditions constitute a representation or warranty, express or implied, that such conditions are actually existent as represented by any existing as-built plans nor shall the Owner be liable for any loss sustained by the Contractor as a result of any variance between observed conditions and the actual conditions revealed during the progress of the work, or otherwise.

### **PROJECT COMPLETION**

Scope of work must be completed within a mutually agreed timeline as indicated in the award contract.

### **FACILITY OCCUPATION**

Contractor should be aware that the facility and its operations will continue while construction work is taking place. Safety measures must be adhered to the fullest extent.

### **INSURANCE**

At a minimum, the following insurance coverage will be required of the approved Contractor (and sub-contractors, if required) General Comprehensive Liability, Workers' Compensation, and Professional Liability.

### **RIGHT TO APPEAL**

Owner will notify proposers of the result of the bid evaluations and their right to appeal. Appeals must be in writing and received by the Owner no later than 14 calendar days from the date of notification on the results of the bid evaluations. Written appeals must include the following information:

- a. The name, address and telephone number of the bidder.
- b. The name/title of Bid to which the organization responded.

c. Detailed statement of the grounds for appeal.

Written appeals may not include new or additional information that was not submitted with the original bid. The Executive Director or equivalent will review and decide on the appeal.

## BID PROPOSAL

Date: \_\_\_\_\_

To: Owner\_\_\_\_\_

From: Name of Contractor\_\_\_\_\_

The undersigned, having read the instructions, requirements, (including bid addenda, if any) and having personally visited and inspected the site of work, hereby propose to furnish services required to complete the \_\_\_\_\_ in accordance with the plans and specifications, if any, within \_\_\_\_\_ ( ) working days for the Bid Price of \$\_\_\_\_\_.

TOTAL AMOUNT FOR SCOPE OF WORK IS \$ \_\_\_\_\_  
(Indicate amount in words. For example: One Thousand & zero dollars)

The Rate Schedule is as follows:

Name & Title: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**LIST OF SUBCONTRACTORS (if none, write "none")**

Note: Any substitution of subcontractors must be approved by the OWNER and the CITY OF LOS ANGELES.

NAME, BUSINESS ADDRESS, PHONE NUMBER	SPECIFY		CERT. AGENCY	DESCRIPTION OF WORK TO BE SUBCONTRACTED	AMOUNT
	MBE	WBE			
LICENSE #                      EXP. DATE				CONTRACT ITEM #	
LICENSE #                      EXP. DATE				CONTRACT ITEM #	
LICENSE #                      EXP. DATE				CONTRACT ITEM #	
LICENSE #                      EXP. DATE				CONTRACT ITEM #	

**REFERENCES: List Current and Completed Projects**

<u>Client's Name &amp; Phone No.</u>	<u>Type of Project</u>	<u>Address of Project</u>	<u>Current or Completed</u>	<u>Total Cost of Project</u>

## NON COLLUSION DECLARATION

The undersigned declares:

I, \_\_\_\_\_ is authorized to make the foregoing bid. The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on \_\_\_\_\_  
(Date)

at \_\_\_\_\_  
(City) (State)

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Authorized Signature of Bidder Representative

**State and City Licenses  
Dept. of Industrial Relations Registration**

	<b>License</b>	<b>Check Box</b>
<b>1</b>	Submit photocopy of Industry Certifications (CCM, PMP, etc.) if applicable	
<b>2</b>	Submit photocopy of Los Angeles City Business License ( <a href="http://finance.lacity.org/">http://finance.lacity.org/</a> ) or provide signed Business Tax Registration Certificate affidavit.	
<b>3</b>	Submit photocopy of CASp-certification obtained Pursuant to <a href="#">Division 3, Chapter 3, Article 4 of the Business and Professional Code of the State of California</a> , if applicable.	



## **BUSINESS TAX REGISTRATION CERTIFICATE (BTRC)**

Note: This form must be submitted with bid, if the bidder has no BTRC number.

The City of Los Angeles requires all entity that has business activity within the City of Los Angeles to pay City business taxes. Each firm or individual that pays the business tax received a Business Tax Registration Certificate Number.

Beginning October 14, 1987, payments for goods or services will be withheld unless proof of tax compliance is provided to the City. All firms and individuals that do business with the City of Los Angeles will be required to provide a BTRC Number or an exemption number as proof of compliance with Los Angeles City Business tax requirements in order to receive payment for goods or services.

The bidder represents that it has or will obtain, upon award, the Business Tax Registration Certificate(s) required by the Los Angeles City's Business Tax Ordinance (Article 1, Chapter 2, Section 21.00 and following, of the Los Angeles Municipal Code). The Contractor shall maintain or obtain, as necessary, all such Certificates required of it under said Ordinance and shall not allow any such Certificate to be revoked or suspended.

The City Finance Office has the sole authority to determine whether a firm is covered by business tax requirements. Those firms not required to pay will be given an exemption number.

If you do not have a BTRC Number, contact the Office of Finance at (844) 663-4411, by email at [Finance.CustomerService@lacity.org](mailto:Finance.CustomerService@lacity.org) or by visiting their website at <http://finance.lacity.org/>.

AUTHORIZED SIGNATURE:

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

## **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS--PRIMARY COVERED TRANSACTIONS**

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification;

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Signature/Authorized Certifying Official

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Typed Name and Title

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Applicant/Organization

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Date Signed

## CERTIFICATION OF NON-SEGREGATED FACILITIES

(Applicable to federally assisted construction contracts and related subcontracts exceeding \$10,000 which are not exempt from the Equal Opportunity clause).

The federally assisted construction contractor certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control, where segregated facilities are maintained. The federally assisted construction contractor certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The federally assisted construction contractor agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin, because of habit, local custom, or otherwise. The federally assisted construction contractor agrees that (except where he has obtained identical certifications from proposed subcontractors for specific time periods) he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certifications in his files.

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(Signature)

---

(Date)

---

(Type or Print Name and Title of Signer)

The above certification is required by the **Equal Employment Opportunity Regulations of the Secretary of Labor 41 CFR 60-1.8(b)**, and must be submitted by the Bidder and proposed Subcontractors only in connection with contracts and subcontracts which are subject to the equal opportunity clause. Contracts and subcontracts which are exempt from the equal opportunity clause are set forth in 41 CFR 60-1.5. (Generally only Contracts or Subcontracts of \$10,000 or under are exempt.)

NOTE: The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

Each member of a Joint Venture must submit this form. Additionally, previous certifications under the present Joint Venture shall be submitted upon request of the City.

**CERTIFICATION WITH REGARD TO THE PERFORMANCE OF  
PREVIOUS CONTRACTS OR SUBCONTRACTS SUBJECT TO THE  
EQUAL OPPORTUNITY CLAUSE AND THE FILING OF REQUIRED REPORTS**

The bidder \_\_\_\_\_, proposed Subcontractor \_\_\_\_\_, hereby certifies as to have \_\_\_\_\_ have not \_\_\_\_\_ participated in a previous contract or subcontract subject to the Equal Opportunity Clause, as required by Executive Orders 10925, 11114, or 11246, and has \_\_\_\_\_ has not \_\_\_\_\_, filed with the Joint Reporting Committee, the Director of the Office of Federal Contract Compliance, a Federal Government contracting or administering Agency, or the Former President's Committee on Equal Employment Opportunity, all reports due under the applicable filing requirements.

Company Name: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
Date

Note: The above certification is required by the Equal Employment Opportunity Regulations of the Secretary of Labor (41 CFR 60-1.7(b)(1), and must be submitted by Bidders and proposed Subcontractors only in connection with contracts and subcontracts which are subject to the equal opportunity clause. Contracts and subcontracts which are exempt from the equal opportunity clause are set forth in 41 CFR 60-1.5. (Generally only contracts or subcontracts of \$10,000 or under are exempt.)

Currently, Standard Form 100 (EEO-1) is the only report required by the Executive Orders or their implementing regulations.

Proposed Prime Contractors and Subcontractors who have participated in a previous contract or subcontract subject to the Executive Orders and have not filed the required reports should note that 41 CFR 60-1.7(b)(1) prevents the award of contracts and subcontracts unless such Contractor submits a report covering the delinquent period or such other period specified by the Federal Highway Administration or by the Director, Office of Federal Contract Compliance, U.S. Department of Labor.

NOTE: Each member of a Joint Venture must submit this form. Additionally, previous certifications under the present Joint Venture shall be submitted upon request of the City.

For more information about the EEO-1 form, go to:

<https://www.eeoc.gov/employers/eo-data-collections>

## BIDDER/CONTRACTOR AFFIRMATIVE ACTION DECLARATION

In pursuit of accomplishing the intent of the City's Affirmative Action Program, the bidder/contractor certifies and agrees to immediately implement good faith efforts, measures to recruit and employ minority, women, and other potential staff in a nondiscriminatory manner including, but not limited to, the following actions. The bidder/contractor shall:

- (a) Recruit and make efforts to obtain such employees.
- (b) Continually evaluate personnel practices to assure that hiring, upgrading, promotions, transfers, demotions and layoffs are made in a nondiscriminatory manner so as to achieve and maintain a diverse work force.
- (c) Utilize training programs and assist minority, women and other employees in locating, qualifying for and engaging in such training programs to enhance their skills and advancement.
- (d) Maintain such records as are necessary to determine compliance with equal employment and affirmative action obligations, and making such records available to City, State and Federal authorities upon request.
- (e) Said policies shall be provided to all employees, subcontractors, vendors, unions and all others with whom the contractor may become involved in fulfilling any of its contracts.

Construction contractors are additionally subject to all provisions contained in LAAC Section 10.13 et. seq. which can be found at <http://bca.lacity.org>. As part of these provisions, construction contractors are required to:

1. Submit an **Anticipated Employment Utilization Report (AEUR)** for purposes of effectuating this Affirmative Action Plan for the specific project. The AEUR can be found at <https://bca.lacity.org/Uploads/eeo/ANTICIPATED%20EMPLOYMENT%20UTILIZATION%20REPORT.pdf>
2. Establish a person at the management level of the contracting entity to be the Equal Employment Opportunity (EEO) Officer. Such individual must have the authority to disseminate and enforce the company's Equal Employment and Affirmative Action Policies.

NAME OF EEO: \_\_\_\_\_

TITLE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

**By its execution hereof, the contractor accepts and submits the foregoing as its Affirmative Action Plan. I certify under penalty of perjury under the laws of the State of California that I have read and understood the foregoing requirements of LAAC Section 10.8 et seq. and agree to comply with them while under contract as set forth therein.**

Executed this day of \_\_\_\_\_, in the year 20\_\_\_\_, at \_\_\_\_\_.

COMPANY NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

NAME AND TITLE (PRINT): \_\_\_\_\_

ADDRESS \_\_\_\_\_

## **CERTIFICATION BY CONTRACTOR COMPLIANCE WITH CLEAN AIR AND WATER ACTS**

(Applicable to federally assisted construction contracts and related subcontracts exceeding \$100,000)

During the performance of this contract, the contractor and all subcontractors shall comply with the requirements of the Clean Air Act, as amended, 42 USC 1857 et seq., the Federal Water Pollution Control Act, as amended, 33 USC 1251 et seq., and the regulations of the Environmental Protection Agency with respect thereto, at 40 CFR Part 15, as amended.

In addition to the foregoing requirements, all nonexempt contractors and subcontractors shall furnish to the owner, the following:

- (1) A stipulation by the contractor or subcontractors, that any facility to be utilized in the performance of any nonexempt contract or subcontract, is not listed on the List of Violating Facilities issued by the Environmental Protection Agency (EPA) pursuant to 40 CFR 15.20.
- (2) Agreement by the contractor to comply with all the requirements of Section 114 of the Clean Air Act, as amended, (42 USC 1857c-8) and Section 308 of the Federal Water Pollution Control Act, as amended, (33 USC 1318) relating to inspection, monitoring, entry, reports and information, as well as all other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder.
- (3) A stipulation that as a condition for the award of the contract, prompt notice will be given of any notification received from the Director, Office of Federal Activities, EPS, indicating that a facility utilized, or to be utilized for the contract, is under consideration to be listed on the EPA List of Violating Facilities.
- (4) Agreement by the contractor that he will include, or cause to be included, the criteria and requirements in paragraph (1) through (4) of this section in every nonexempt subcontract and requiring that the contractor will take such action as the government may direct as a means of enforcing such provisions.

AUTHORIZED SIGNATURES:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## Access Compliance Evaluation-Bresee Family Source Center



**Client Contact:** City of Los Angeles  
Housing + Community Investment Department-  
Olivia Mitchell, Assistant Chief Grant Administrator

**Agency Contact:** Bresee Foundation  
Seth Eklund, Executive Director

**Facility Name:** Bresee Community Center  
**Facility Address:** 184 South Bimini Place, Los Angeles, California 90004  
**Type(s) of Facility:** Family Source Center  
**Date(s) of Construction:** Unknown  
**Date(s) of Alteration:** Unknown  
**Date of Evaluation:** November 17, 2016  
**Standards Used:** 2010 ADA Standards & 2013 California Building Code

### **Additional Information:**

The property consists of (1) building occupied the Family Source Center, a Health Center along with on-site parking and exterior recreation areas. The interior evaluation included areas associated with the public accommodation areas of the Family Service Center and did not include the health center or employee areas. The exterior evaluation included public accommodation areas within the boundary of the site, on-site parking for approximately 18 vehicles, shared recreation areas with children's play components and ball courts.

### **Estimated Cost:**

The estimates provided are intended as a guide to budgeting access modifications and should be used to assist H+CID/LA in prioritizing the order in which projects will be completed. The estimates are not intended to be absolutely comprehensive or





definitive and do not reflect actual construction/installation cost. The actual cost for all modifications required for the Facility's access compliance will require on-site construction estimating and architectural design services.





**Facility Deficiencies:**





A number of deficiencies ranging from minor to significant were observed and are summarized below:







**ACCESS COMPLIANCE EVALUATION**  
**Bresee Community Center-184 South Bimini Place, Los Angeles, Ca 90004**



Item No.	Location	Accessible Component	Comment	Applicable Accessibility Standard/ Code		Remediation	Possible Estimated Cost	
				Federal ADA Compliant?	State of California Compliant?		\$139,200	
EXTERIOR SITE ELEMENTS- PUBLIC USE								
ACCESSIBLE PARKING								
1	Site Arrival Point- Accessible Parking Area		Off Street Parking Authorization Sign	The availability of accessible off-street parking and tow away authorization sign is not identified at the vehicular entrance to the parking lot or adjacent to the accessible parking stall(s).	YES	NO	Provide tow away sign.	\$10,400
2			Accessible Route of Travel to Primary Entrance	The accessible route from the accessible parking is marked but does not provide clear direction or connect to the facility primary entrance.	NO	NO	Provide directional signs to inform the public of location of primary entrance	
3			Accessible Parking	The parking lot has approximately 18 parking stalls including 1 van stall. The access aisle width is less than 8' (7'-9"), the ground surface slope exceeds 2% (3.1%). The access aisle is not marked with "NO PARKING" and the identification sign does not have compliant text or mounted at the compliant height.	NO (striping, slope and sign mount)	NO (sign text and marking in access aisle)	Remove/replace existing accessible stall sign and mount 60" minimum above ground surface. Revise slope within the accessible parking area and re-paint accessible stall and access aisle to compliant dimensions	
FACILITY PRIMARY ENTRY/ EXIT								
4	Site Arrival Point- Accessible Primary Entrance		Accessible Door Level Landing	The primary accessible public entrance on Bimini Place does not have a level landing less than 2% on the exterior side (4.5%)	NO	NO	Remove/replace existing concrete paving to provide level landing 60" minimum deep and 2% maximum slope in all directions.	\$21,500






Item No.	Location		Accessible Component	Comment	Applicable Accessibility Standard/ Code		Remediation	Possible Estimated Cost
					Federal ADA Compliant?	State of California Compliant?		\$139,200
5	Site Arrival Point- Accessible Primary Entrance		Accessible Entry Door Sign & Operation	The exterior side of the entry door is not identified with the sign for International Symbol for Accessibility (ISA) and the pressure required to open the door exceeds 5 pounds (10 lbs.).	NO	NO	Provide ISA sign on door. Adjust closer operation to 5lb maximum to open and 5 seconds minimum to close.	
6			Accessible Exit Door Sign	The interior side of the door has an existing illuminated exit sign, but is not identified with a tactile exit sign.	NO	NO	Provide tactile exit sign on wall adjacent to the latch of the door. Mount sign with raised text at 60" maximum above the finish floor.	
FACILITY SECONDARY ENTRY/EXITS								
7	Accessible Entry/ Exits	General comment applicable to all exterior doors equipped with closers.	Accessible Door Operation	The pressure required to open the door(s) equipped closers exceed 5lbs and the rate the door(s) close is less than 5 seconds.	NO	NO	Adjust closer operation to 5lb maximum to open and 5 seconds minimum to close.	\$5,650
8		General comment applicable to all exterior doors identified with an illuminated exit sign.	Accessible Door Exit Sign	The exit side of the door has an existing illuminated exit sign, but is not identified with a tactile exit sign.	NO	NO	Provide tactile exit sign (text to read "EXIT") on wall adjacent to the latch of the door. Mount sign with raised text at 60" maximum above the finish floor.	
9			Accessible Door Level Landing	The exterior side of the door does not have 60" minimum landing depth (approx. 47") and a transition to the paving exceeding 1/2".	NO	NO	Remove/replace existing concrete paving to provide level landing 60" minimum deep and 2% maximum slope in all directions. Provide transition to paving with change in elevation with 1/4" vertical or 1/2" with 1:2 bevel.	
10			Accessible Door Level Landing	The interior side of the door does not have 48" deep x 12" wide minimum maneuvering space on the latch side due to the ramp handrail.	NO	NO	Remove door closer or reverse swing of door (to left hand opening i.e. flip hinge & latch side) to allow for 48" min. x 12" beyond the latch push side.	



Item No.	Location		Accessible Component	Comment	Applicable Accessibility Standard/ Code		Remediation	Possible Estimated Cost
					Federal ADA Compliant?	State of California Compliant?		\$139,200
11	Accessible Entry/ Exits		Pedestrian Warning at Hazardous Vehicular Area	The exit route connects to the parking lot without pedestrian warning material at the vehicular area.	YES	NO (detectable warning)	Provide 36" deep detectable warning material at sloped walk transition to the vehicular area.	
EXTERIOR PUBLIC USE AREA(S)								
12	Site Arrival Point- Public Sidewalk		Pedestrian Warning at Curb Ramp	The accessible route along the sidewalk at Bimini Place crosses a curb without pedestrian warning material.	YES	NO (detectable warning)	Provide 36" deep detectable warning material at the curb ramp.	\$23,650
13	Accessible Gates	General comment applicable to all exterior gates 	Accessible Gate Operating Hardware	The gate does not have accessible operating hardware or solid bottom within 10" of the ground on the push side.	NO	NO	Provide accessible operating hardware and 10" minimum kick plate on the push side of the gate.	
14			Accessible Gate Level Landing	Both sides of the gate do not have level landings not exceeding 2% (approx. 6.5% slope), the gate lacks 24" minimum clearance on the pull/latch side and a transition to the paving exceeds 1/2".	NO	NO	Remove/replace existing concrete paving to provide level landings (48" minimum on push side and 60" minimum on pull side and 2% maximum slope in all directions). Provide transition to paving with change in elevation with 1/4" vertical or 1/2" with 1:2 bevel.	





Item No.	Location		Accessible Component	Comment	Applicable Accessibility Standard/ Code		Remediation	Possible Estimated Cost
					Federal ADA Compliant?	State of California Compliant?		\$139,200
15			Accessible Gate Level Landing	The gate does not have 60" minimum clear maneuvering space on the pull side. Not exceeding 2% (approx. 6.5% slope) and a transition to the paving exceeds 1/2". Additionally, see comments on gate hardware.	NO	NO	Reverse swing of gate to swing out toward sidewalk to allow for 48" min push side clear space. Provide additional paving at transition to existing concrete sidewalk with change in elevation of 1/4" vertical or 1/2" with 1:2 bevel. Provide gate hardware.	
16	Accessible Gates		Accessible Route Surface Transition	The accessible route transition from paving to the concrete/wood "bridge" to the ball courts has a transition to the paving exceeding 1/2". Additionally, see general comment on gate hardware.	NO	NO	Provide additional paving at transition to existing concrete with change in elevation of 1/4" vertical or 1/2" with 1:2 bevel. Provide gate hardware.	
17	Exterior Steps		Steps Handrails and Tread Warning	The site steps do not have handrails on both sides and threads do not have contrasting warning stripe.	NO (handrails)	NO (handrails & tread warning)	Provide post mounted handrails (1-1/2" diameter, 34"-38" high) on both sides of the steps. Provide 2"-4" wide contrasting color stripe on each tread.	
EXTERIOR DRINKING FOUNTAIN								
18	Accessible Drinking Fountain		Dual Height Drinking Fountain	The drinking fountain is a single unit without 1 high and 1 low unit.	NO	NO	Remove/replace single drinking fountain with dual height fixture with a unit for wheel chair users and a unit for standing.	\$8,000






Item No.	Location	Accessible Component	Comment	Applicable Accessibility Standard/ Code		Remediation	Possible Estimated Cost	
				Federal ADA Compliant?	State of California Compliant?		\$139,200	
INTERIOR PUBLIC USE AREA(S)								
RECEPTION/ WAITING								
19	Accessible Service Counter		Accessible Service Counter	The service desk does not provide a portion 34" max high and 36" min wide for wheel chair parallel approach.	NO	NO	Remove/relocate clerical equipment to provide portion of counter for service to public.	\$4,000
INTERIOR ROUTES OF TRAVEL								
20	Accessible Doors	General comment applicable to all interior doors equipped with closers.	Accessible Door Operation	The pressure required to open the door(s) equipped closers exceed 5lbs and the rate the door(s) close is less than 5 seconds.	NO	NO	Adjust closer operation to 5lb maximum to open and 5 seconds minimum to close.	\$34,500
21		General comment applicable to all interior doors identified with an illuminated exit sign.						
	Accessible Doors		Accessible Door Exit Sign	The exit side of the door has an existing illuminated exit sign, but is not identified with a tactile exit sign.	NO	NO	Provide tactile exit sign (text to read "EXIT ROUTE") on wall adjacent to the latch of the door. Mount sign with raised text at 60" maximum above the finish floor.	

Item No.	Location		Accessible Component	Comment	Applicable Accessibility Standard/ Code		Remediation	Possible Estimated Cost
					Federal ADA Compliant?	State of California Compliant?		\$139,200
22			Accessible Ramp	The upper portion of the existing ramp surface has slopes in excess of 8.33% (9%-9.2%) in the direction of travel.	YES (10% max permitted if 6" max. elevation change)	NO	Remove/replace portions of concrete with excessive slope. Remove/replace associated handrails on each side to provide 34"-38" high handrail and 12" extension beyond top landing.	
TOILET ROOMS								
23	Toilet Rooms		Mens & Womens-Accessible Toilets	The doors are not identified with the sign for International Symbol for Accessibility (ISA)	YES	NO	Remove/replace door mounted signs with new geometric signs with ISA (12" equilateral triangle at men and 12" diameter circle at women)	\$24,000
24	Toilet Rooms		Mens & Womens-Accessible Door Maneuvering Space	The interior side of the door does not have 12" wide minimum maneuvering space on the latch side (approx. 10"). Additionally, see the general door closer comments.	NO	NO	If door is not fire rated, remove/replace door lever hardware with push/pull hardware (i.e. hardware without a latch) to void the requirement for 12" space beyond the latch/ push side. Additionally, see general door closer adjustment comments.	
25			Mens-Accessible Lavatory	The lavatory does not have 29" min. high knee space (approx. 28-1/2") at the apron.	YES (27" min. high permitted)	NO	Remove/replace plastic laminate counter apron to provide 29" min. high knee space clearance.	
26			Mens-Accessible Toilet Compartment	The accessible stall does not have 60" min. clear width (approx. 59") and compartment door is not self closing.	NO	NO	Remove/relocate toilet compartment partition to provide 60" min. from side wall. Remove/replace compartment door hinge to provide self-closing hinge.	

Item No.	Location		Accessible Component	Comment	Applicable Accessibility Standard/ Code		Remediation	Possible Estimated Cost
					Federal ADA Compliant?	State of California Compliant?		
								\$139,200
27			Womens-Accessible Lavatory	The lavatory does not have 29" min. high knee space (approx. 28-1/2") at the apron.	YES (27" min. high permitted)	NO	Remove/replace plastic laminate counter apron to provide 29" min. high knee space clearance.	
28			Womens-Accessible Toilet Compartment	The accessible stall does not have 60" min. clear width (approx. 59-1/2").	NO	NO	Remove/relocate toilet compartment partition to provide 60" min. from side wall.	

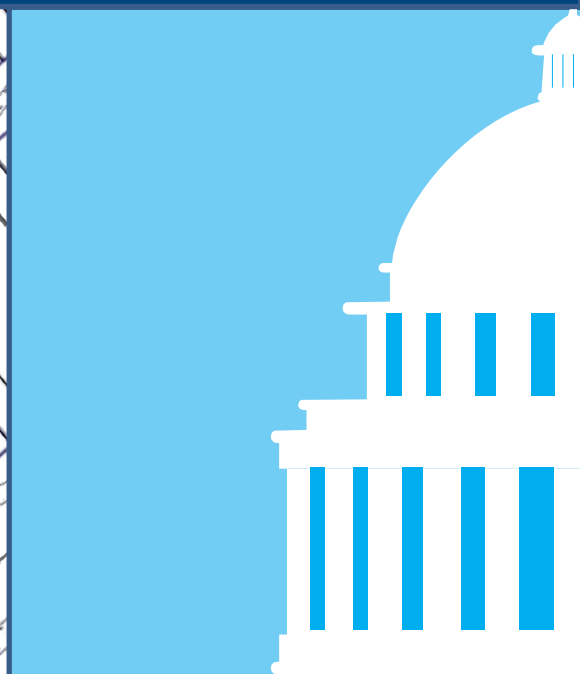
Item No.	Location	Accessible Component	Comment	Applicable Accessibility Standard/ Code		Remediation	Possible Estimated Cost	
				Federal ADA Compliant?	State of California Compliant?		\$139,200	
CLASSROOM(S) / LAB(S)								
29	Classrooms/ Labs		Accessible Computer Work Station	The space has approximately 15 computer work stations. 1:20 stations must be accessible.	NO	NO	Provide ISA sign on desk top of at least (1) workstation with work surface 28"-34" high and knee space 27" min. high x 30" min. wide x 19" min. depth.	\$2,500
30			Accessible Wheel Chair Space at Assembly Seating	The tiered seating area does not have a designated wheel chair space.	NO	NO	Designate a 30" x 48" clear floor space for wheel chair use and provide ISA sign.	
31		General comment applicable to all interior doors with obstructions on pull side. 	Accessible Door Maneuvering Space- Pull Side	The door does not have 60" minimum wheel chair maneuvering space on the pull side of the door due to location of movable furniture or equipment.	NO	NO	Relocate furniture and/or equipment to provide 60" minimum deep x 18" minimum beyond latch wheel chair maneuvering space on the pull side of the door.	
32		General comment applicable to all interior doors with obstructions push side. 	Accessible Door Maneuvering Space- Push Side	The door does not have 48" minimum wheel chair maneuvering space on the push side of the door due to location of movable furniture or equipment.	NO	NO	Relocate furniture and/or equipment to provide 48" minimum deep x 12" minimum beyond latch wheel chair maneuvering space on the push side of the door.	



Item No.	Location		Accessible Component	Comment	Applicable Accessibility Standard/ Code		Remediation	Possible Estimated Cost
					Federal ADA Compliant?	State of California Compliant?		
								\$139,200
33	Classrooms/ Labs		Accessible Sink	The sink base cabinet obstructs the knee space required for forward approach.	NO	NO	Remove/replace base cabinet below sink to permit forward approach at a knee space 27" min. high x 30" min. wide x 19" min. depth. Remove/replace sink if encroaches into required knee space. Insulate waste piping.	
MULTI-PURPOSE								
34	Multi-Purpose Room		Accessible Door Maneuvering Space	The corridor side of the door does not have 18" wide minimum maneuvering space on the latch side (approx. 10"). Additionally, see the general door closer comments.	NO	NO	Provide a directional sign at door to direct users to accessible door at opposite end of corridor. Additionally, see general door closer adjustment comments.	\$5,000
35			Accessible Sink	The sink base cabinet obstructs the knee space required for forward approach. Adjacent work station knee space does not have 30" minimum clear width (approx. 24")	NO	NO	Remove base cabinet below sink to permit forward approach at a knee space 27" min. high x 30" min. wide x 19" min. depth. Provide counter top support to located to provide 30" minimum clear space at the sink and adjacent work space. Remove/replace sink if encroaches into required knee space. Insulate waste piping.	

*Certified Access Specialist Program*  
**Examination, Certification,  
and Practice Standards  
Handbook**

*February 2016*



## **CERTIFIED ACCESS SPECIALIST PROGRAM (CASp)** **EXAMINATION, CERTIFICATION, AND PRACTICE STANDARDS HANDBOOK**

### **INTRODUCTION**

This handbook is designed to guide you through the Certified Access Specialist (CASp) Program application, examination, certification, and certification maintenance process. It contains information on how to become a certified access specialist, fees associated with the certification program, and a description of the CASp scope of work. In addition, information is provided on the format, administration, and content of the CASp examination, along with sample examination questions and answers. This handbook also contains the requirements for certification maintenance and renewal, and requirements for professional standards.

### **CONTACTING DSA**

Website: [www.dgs.ca.gov/casp](http://www.dgs.ca.gov/casp)

Mailing Address:

Division of the State Architect  
CASp Program  
1102 Q Street, Suite 5100  
Sacramento, CA 95811

Email: [CASprogram@dgs.ca.gov](mailto:CASprogram@dgs.ca.gov)

Questions about examination and certification can be directed to the CASp Program Certification Line at (916) 323-2737.

Questions regarding the technical requirements of providing the services of a CASp should be directed to (916) 322-2490.

Questions regarding the accessibility provisions of Chapter 11B of the California Building Code should be directed to the DSA Technical Assistance Helpline at (916) 445-5827.



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## I. THE CASp PROGRAM

### **Purpose of the CASp Program**

Participation in the CASp Program is voluntary, and is designed to ensure that the individuals participating in the CASp Program are knowledgeable of state and federal accessibility laws and regulations and possess the expertise to promote access to facilities for persons with disabilities. The CASp Program was created with the intent of offering business and facility owners a resource consisting of individuals with access knowledge demonstrated through examination. CASps promote access for persons with disabilities by promoting facility compliance with accessibility standards. Certification is granted to those who have established eligibility and have passed an examination based on knowledge and application of various state and federal accessibility codes, standards, and regulations. The [CASp Program regulations](#) state the criteria for eligibility, examination, and certification. This handbook clarifies and further defines the regulatory requirements.

### **CASp Scope of Work**

Services rendered by a CASp, upon authorization by a facility owner and/or authorized requesting party, may include the following:

- Review of facility plans and specifications for compliance with state and federal accessibility laws, standards, codes, and regulations.
- Investigate a facility for compliance with state and federal accessibility laws, standards, codes, and regulations.
- Conduct accessibility research, prepare accessibility reports, and/or conduct accessibility inspection, as authorized.
- Issue inspection reports and disability access inspection certificates in accordance with the requirements of Civil Code section 55.53.

**Fees**

The fees to administer the program are non-refundable.

**Application Fee**

- \$500.00 for Eligibility Category A, B, and C.
- \$100.00 for Eligibility Category D.

**Examination Fee**

- \$400.00 for the Open Book Examination – Plan Review.
- \$400.00 for the Closed Book Examination.

**Certification Fee**

- \$300.00 for a three-year certification period.

**Certification Renewal Fees**

- \$200.00 Application Evaluation Fee.
- \$300.00 Certification Fee.

**Delinquency Fee**

- \$150.00 for failure to renew prior to certification expiration and within one year after certification expiration.



## II. ESTABLISHING ELIGIBILITY

### **Eligibility Categories**

Eligibility for examination may be satisfied by one of the following categories:

#### **Category A**

**(1) Education:** Thirty semester units of college coursework with major work in Architecture, Architectural Technology, Building Science, City and Regional Planning, Civil Engineering, Construction Management, Environmental Design, Industrial Design, Interior Architecture/Design, Landscape Architecture, Urban and Regional Design, and

**(2) Experience:** Two years of employment:

- A. by a code enforcement agency (state, city, and/or county building department) as a plan reviewer, building inspector, or consulting entity; or
- B. by a licensed architect, licensed landscape architect, interior designer, registered civil engineer and/or registered structural engineer, with responsibility for planning, design, and/or field inspection; or
- C. as a licensed general contractor (Class A or B); or
- D. by a licensed general contractor as a superintendent with project management oversight.

OR:

#### **Category B**

**(1) Education:** High school diploma or GED, and

**(2) Experience:** Four years of employment:

- A. by a code enforcement agency (state, city, and/or county building department) as a plan reviewer, building inspector, or consulting entity; or
- B. by a licensed architect, licensed landscape architect, interior designer, registered civil engineer and/or registered structural engineer, with responsibility for planning, design, and/or field inspection; or
- C. as a licensed general contractor (Class A or B); or
- D. by a licensed general contractor as a superintendent with project management oversight.

OR:

### **Category C**

Three years of employment in a specialized area of disability access rights, conducting assessments of facilities to determine adequacy related to the specific needs of the disability community.

OR:

### **Category D**

Professional license, or registration, issued by the State of California as an architect, landscape architect, civil engineer, and/or structural engineer.

### **Background Information**

In addition to information regarding qualifications as described under the eligibility categories, a candidate is required to disclose background information regarding professional license suspension, revocation, and denial of license renewal, if applicable; and if the candidate has ever been convicted of, pled guilty to, or pled nolo contendere (no contest) to a misdemeanor or felony. The CASp Program Regulations require disclosure of such crimes which include, but are not limited to:

1. A conviction of child abuse.
2. A conviction as a sex offender.
3. The conviction of any crime involving narcotics, dangerous drugs, or dangerous devices, as defined in section 4022 of the Business and Professions Code.
4. A conviction for assault and/or battery or lewd conduct.

A candidate is required to include a conviction that has been dismissed or expunged pursuant to sections 1203.4, 1203.4a, or 1203.41 of the Penal Code, including infractions, misdemeanors, and felonies. A candidate must provide dismissal of such convictions to the CASp Program via a certified copy of the court order. The candidate must also include any conviction that arose from military service, any in which the imposition of execution of sentence was suspended, any which arose as a result of a failure to appear, any in which an order of rehabilitation was entered, any in which a record of conviction was expunged, or any in which a pardon was granted. Minor traffic violations and convictions that were adjudicated in the juvenile court which are two years or older do not need to be reported. "Minor traffic violations" are defined as traffic infractions under \$1000 not involving alcohol, dangerous drugs, or controlled substances.

**Application to the CASp Program**

The CASp Program will not pre-screen eligibility for any candidate. All inquiries for establishing eligibility must be made by application and must accompany payment of the applicable application fee.

Prior to applying for eligibility, a candidate must create an online DSA account at the [CASp Account Login](#). The candidate must read and acknowledge both the DGS Privacy Policy and the Conditions of Use to complete setting up a DSA account. Once successfully created, select "Continue" and then select "My Candidate Application" (DSA 600-A) to complete the online application. Candidates paying the applicable application fee online with a credit card may click "Proceed to Credit Card Payment". A notice of successful submission will be displayed at the end of the online process. Candidates preferring to pay by check should click "Print Application and Mail Payment by Check" and send the application and a check payable to the Division of the State Architect at the address provided herein. Candidates may be asked to provide additional information to clarify education or work experience in order to be deemed eligible for the examination. Applications are accepted on a continuous basis; however, in order for a candidate to be considered eligible for the next examination administration, the CASp Program must be in receipt of the candidate eligibility application and application fee a minimum of two business days prior to the examination registration deadline, to allow for application processing, request for additional information if required, and for confirmation of eligibility to be sent to the candidate. Notice of confirmation of eligibility or denial of eligibility will be sent to the email address used in setting up the account. If eligibility is confirmed, a candidate will be able to register for the CASp examination.

**Appeals Process to the Denial of Candidate Eligibility**

A candidate that has had a candidate eligibility application denied may request an appeal for reconsideration and may provide additional information to support the request without payment of an additional application fee.

A candidate appeals a denial of candidate eligibility through the [CASp Account Login](#). Select "My Candidate Application" (Form DSA 600-A), and at the bottom of the application the candidate should provide additional relevant information necessary to appeal the decision and submit the appeal electronically in the area provided. Notice of confirmation of eligibility or denial of eligibility will be sent to the email address used in setting up the account. If eligibility is confirmed, a candidate will be able to register for the CASp examination.

### III. THE CASp EXAMINATION

#### **Examination Registration**

A candidate will have the option of taking either one or both parts of the examination on each test date unless only one part is offered on a specified date.

After confirmation of eligibility, a candidate may register for an examination through the [CASp Account Login](#). Select "CASp Examination Schedule" (Form DSA 601) from the main menu. Registration is available online by selection of the date and place of the examination. Candidates paying the non-refundable examination fee online with a credit card may click "Proceed to Credit Card Payment". A confirmation of successful submission will be displayed at the end of the online process. Candidates preferring to pay by check should click "Print Registration and Mail Payment by Check" and send the registration and a check payable to the Division of the State Architect at the address provided herein. Registration and payment must be submitted electronically or postmarked by the examination registration deadline stipulated on the [DSA CASp Program website](#). An email confirming registration, test location, time of examination, and examination procedures will be sent to each candidate.

#### **Requests for Test Accommodation(s)**

Examination facilities are accessible to individuals with disabilities. A candidate requesting test accommodation(s) should read the [ADA Test Accommodations Guidelines for the CASp Examination](#) (03/20/16), incorporated by reference, and make a request by completing [Form DSA 602: CASp Test Accommodation\(s\) Request](#) and [Form DSA 603: CASp Test Accommodation\(s\) Questionnaire](#). Form DSA 603 must be accompanied by documentation supporting the accommodation request. Original forms with signature are required; therefore, this documentation cannot be electronically submitted. Test accommodation requests and the required documentation must be postmarked by the examination registration deadline and sent to the CASp Program at the address provided herein. Once reasonable accommodation(s) has been arranged, it may not be modified or altered prior to or during the CASp examination.

Form DSA 602 must be resubmitted for each subsequent examination administration date if requesting test accommodation(s). If requesting the same accommodation, and if the disability is temporary, a candidate's Form DSA 603 and supporting documentation information is valid for one year. If the disability is permanent, a candidate's Form DSA 603 and supporting documentation is valid indefinitely and need not be resubmitted.

## **Examination Reference List**

The CASp examination assesses a candidate's knowledge and application of federal and state laws, standards, codes, and regulations related to accessibility for individuals with disabilities, which include:

- Titles I, II, III, IV, and V of the Americans with Disabilities Act of 1990 (42 USC chapter 126).
  - Accessibility guidelines and standards as developed by the United States Access Board and as promulgated by the United States Department of Justice, including but not limited to:
    - The 1991 Standards for Accessible Design.
    - The 2010 Standards for Accessible Design.
    - The ABA Accessibility Standards.
    - The Guidelines for Outdoor Developed Areas.
    - Uniform Federal Accessibility Standards.
  - Regulations for accessibility throughout all parts of the currently enforced and most recently published edition of the California Code of Regulations, Title 24, Part 2, California Building Standards Code and Part 8, California Historical Building Code.
  - California laws for accessibility, including but not limited to:
    - Government Code sections 4450–4461.
    - Government Code sections 8299–8299.11.
    - Government Code sections 12955.1–12955.1.1.
    - CA Health and Safety Code sections 19952–19959.5.
    - CA Health and Safety Code section 114276.
    - CA Civil Code section 51, 52, and 54.
    - CA Civil Code sections 55.51–55.545.
    - CA Civil Code sections 55.55–55.57.
    - CA Civil Code section 1938.
  - Fair Housing Amendments Act of 1988 (42 USC sections 3601–3620) and promulgated technical guidance in the Fair Housing Accessibility Guidelines.
  - *Architectural Barriers Act of 1968*, as amended (42 USC section 4151 et seq.).
  - Sections 504, 508, and 510 of the Federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 701 et seq., including Sec. 794; and implementing regulations 24 CFR Part 8, Sections 8.4, 8.20 et seq., and 8.32)

**Examination Content Specification**

The examination covers the following areas of competency:

- I. General Knowledge and Skills
- II. Prescriptive Requirements of Accessibility Codes and Standards
- III. Review of Accessible Features in Design and Construction Documents
- IV. Field Investigations
- V. Project Scoping and Accessibility Design Awareness

A description of each CASp test area is below. The listed content should be interpreted broadly and is not necessarily inclusive of all information that may be tested. All of the knowledge and skill statements may or may not be assessed on a particular examination.

**I – General Knowledge and Skills (assessed across test areas)**

Knowledge of:

- CASp scope of work.
- Architectural and construction concepts and terminology related to the design and construction of various building types.

Skill to:

- Interpret design and construction documents and to evaluate construction.

**II – Prescriptive Requirements of Accessibility Codes and Standards**

Knowledge of:

- Federal and state accessibility standards and codes, and their application.
- The limits of regulatory jurisdictional responsibility for the application, review, and approval of design and construction documents.
- Differing obligations, roles, and responsibilities of the parties involved in corrective action to achieve conformance with accessibility requirements.

**III – Review of Accessibility Features in Design and Construction Documents**

Knowledge of:

- Organization of contents of design and construction documents.
- Methods to delineate accessible features in design and construction documents.
- Drafting symbols, terms, and formatting conventions.

## Skill to:

- Identify accessible elements in design and construction documents.
- Identify discrepancies between project permit application and design and construction documents.
- Detect nonconformance and/or omissions related to accessibility requirements in design and construction documents.
- Check and verify coordination of accessible elements throughout all relevant design and construction documents.
- Analyze horizontal and vertical measurements and dimensions to evaluate conformance with applicable accessibility requirements for sites and buildings.
- Analyze and evaluate interdependent accessibility requirements.

**IV – Field Investigations**

## Knowledge of:

- Factors affecting the scope and applicability of accessibility requirements, including permit application date(s), construction date(s), project type and scope, occupancy, funding source(s), and use of the space.
- Evaluation methods to analyze, describe, and document code conformance.
- Methods for substantiating equivalent facilitation, technical infeasibility, and unreasonable hardship to obtain jurisdictional approval.
- Understanding the application of readily achievable barrier removal and methods for substantiating the documentation process.
- Reporting requirements stipulated in California statutes.

## Skill to:

- Conduct field investigations and/or evaluate other sources of data depicting actual site conditions.
- Identify accessible elements and determine conformance with applicable accessibility requirements.
- Analyze horizontal and vertical measurements and dimensions to evaluate conformance with applicable accessibility requirements for sites and buildings.
- Analyze and evaluate interdependent accessibility requirements.
- Assist in identifying technical infeasibility affecting compliance with accessibility requirements.



**V – Project Scoping and Accessibility Design Awareness**

Knowledge of:

- Factors affecting the scope and applicability of accessibility requirements, including permit application date(s), construction date(s), project type and scope, occupancy, funding source(s), and use of the space.
- Evaluation methods to analyze, describe, and document code conformance.
- Methods for substantiating equivalent facilitation, technical infeasibility, and unreasonable hardship to obtain jurisdictional approval.
- Understanding the application of readily achievable barrier removal and methods for substantiating the documentation process.

Skill to:

- Develop priorities of corrective action based on cited accessibility requirements.
- Analyze and evaluate interdependent accessibility requirements.

**Availability of Examination References**

All listed references for the examination are available for viewing at no cost on the internet. All federal regulations and standards allow for downloading and printing at no cost, however, portions of the California Building Code may require purchase. The CASp Program advises use of published referenced standards in studying for the examination. Use of interpretive manuals in studying for the examination is not recommended. Links for locating referenced standards are:

- California Building Code: [www.bsc.ca.gov](http://www.bsc.ca.gov).
- California Statutes: [leginfo.legislature.ca.gov](http://leginfo.legislature.ca.gov).
- Federal Standards: [www.access-board.gov](http://www.access-board.gov).
- Fair Housing: [www.fairhousingfirst.org](http://www.fairhousingfirst.org).

**Examination Cancellation Policy**

A candidate who has registered for an examination and is unable to attend must notify the CASp Program at least two business days prior to the examination date, in order to receive credit of the examination fee towards a future examination date. If notification is not provided and the candidate does not show up for the examination, the examination fee is forfeited by the candidate.



**Sample Questions for Closed Book Examination**

No reference material is permitted for the examination.

- 1) A qualified historical building in California undergoing barrier removal cannot accommodate a ramp with a 1:12 slope to access the main entry. The California Historical Building Code permits a ramp with a slope of 1:10 for a maximum horizontal distance of 5 feet, provided that:
  - a. an international symbol of accessibility is posted at the ramp.
  - b. signs are posted at the upper and lower levels indicating the steepness of the slope.
  - c. directional signs indicating the location of an alternate accessible entrance is provided.
  - d. a call button is installed at the bottom of the ramp for individuals requiring assistance.
- 2) Which federal law prohibits an employer with sixteen employees from discriminating on the basis of disability in regard to job application procedures, hiring, or advancement?
  - a. Title I of the ADA
  - b. Title II of the ADA
  - c. Title III of the ADA
  - d. Title IV of the ADA
- 3) A ramp is defined as any walking surface in the accessible route with a running slope that exceeds what ratio?
  - a. 1:12
  - b. 1:20
  - c. 1:48
  - d. 1:50

Answer Key: b, a, b

**Sample Questions for the Open Book Part Examination**

At the open book examination, the candidate will receive a binder of reference material from the CASp Program containing the applicable chapters of the California Building Standards Code that may be used as a reference for answering the examination questions. The candidate will not be directed to the specific provision in the reference material for use in answering the question.

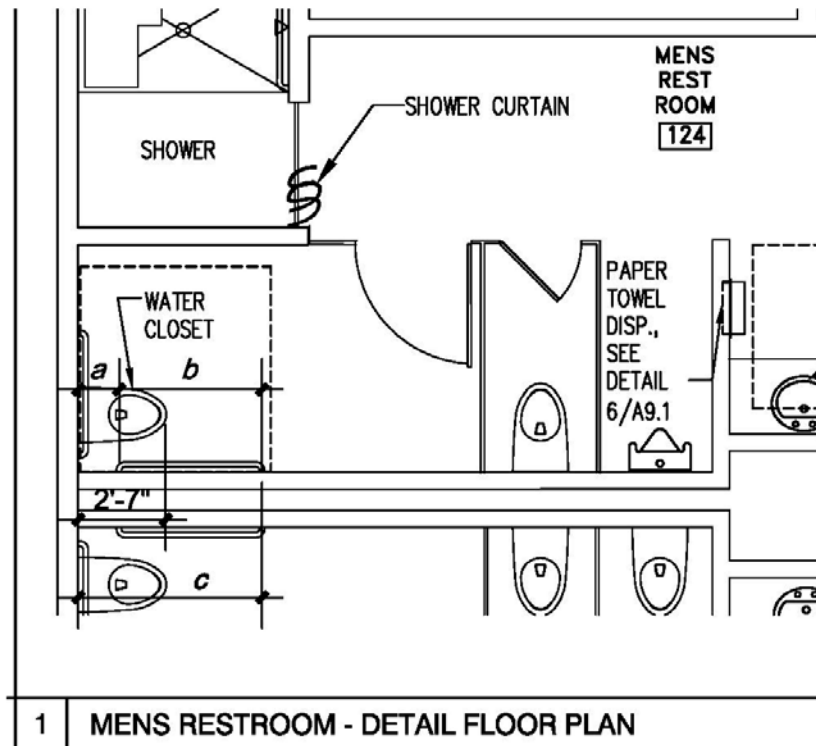
- 1) A new privately funded multi-family housing project has 90 total covered multifamily units. The parking provided as illustrated in the plans is assigned as one stall per unit dispersed among open spaces, spaces in a common parking garage, and carport parking. Twenty-two visitor stalls are provided. How many accessible parking spaces are required?
  - a. 3 stalls
  - b. 4 stalls
  - c. 5 stalls
  - d. 6 stalls

2013 California Building Code excerpt used to answer the question:

**1109A.4 Assigned accessible parking spaces.** *When assigned parking spaces are provided for a resident or a group of residents, at least 2 percent of the assigned parking spaces serving covered multifamily dwelling units shall be accessible in each type of parking facility. At least one space of each type of parking facility shall be made accessible even if the total number exceeds 2 percent. When assigned parking is provided, signage as required by Section 1109A.8.8 shall not be required.*

**1109A.5 Unassigned and visitor parking spaces.** *When parking is provided for covered multifamily dwellings and is not assigned to a resident or a group of residents at least 5 percent of the parking spaces shall be accessible and provide access to grade-level entrances of covered multifamily dwellings and facilities (e.g., swimming pools, club houses, recreation areas, and laundry rooms) that serve covered multifamily dwellings. Accessible parking spaces shall be provided with signage as required by Section 1109A.8.8. Such signage shall not be blocked from view by a vehicle parked in the space.*

- 2) In the illustration below, what is the prescribed dimension of *a*, prescribed minimum dimension of *b*, and actual required minimum dimension of *c*, respectively, with regard to the side wall grab bar?
- 12" minimum, 42", 54"
  - 12" maximum, 42", 55"
  - 12" maximum, 42", 54"
  - 12" maximum, 48", 60"



2013 California Building Code excerpt used to answer the question:

**11B-604.5.1 Side wall.** The side wall grab bar shall be 42 inches (1067 mm) long minimum, located 12 inches (305 mm) maximum from the rear wall and extending 54 inches (1372 mm) minimum from the rear wall with the front end positioned 24 inches (610 mm) minimum in front of the water closet.

Answer Key: c, b

**Examination Details**

The examination check-in time, location, and length for each part of the examination is listed on the [DSA CASp Program website](#). The project type for the open book examination will be disclosed on the website approximately two months prior to each examination. In addition, a list of the references provided to you for the open book examination is available for download.

**General Information about Examination Day**

Standard testing practices are employed to ensure the security and fairness of the examination. Personal items, including but not limited to, cameras, purses, briefcases, backpacks, fanny packs, study materials, pagers, cell phones, and any other electronic devices, are not permitted in the examination. DSA is not responsible for any items left outside the testing room, or in the designated location of personal items within the testing room.

Pencils and calculators will be provided at the test site for both parts of the examination. A binder of reference material will be provided at the test site for use in the open book examination only. Magnifying glasses are available at the test site if needed by the candidate for the open book examination in order to examine plan review documents that are provided on sheets of paper 11" x 17" in size. All materials provided will be collected by the proctors at the end of each part administered. Examinees finishing early must turn in all materials before leaving the testing room.

**Admission into the Testing Room**

Candidates will be required to bring a government-issued identification for admission into the testing room. Only examinees listed on the examination roster and with proper identification will be allowed to enter. Only the following forms of government issued identification will be accepted:

- Current state issued driver's license or state issued identification card.
- Current passport.
- Military identification card issued within the last five years.

Candidates should arrive to the examination site at the check-in time indicated on the [DSA CASp Program website](#), under "CASp Examination Dates and Deadlines."

The proctor will begin reading the examination instructions once check-in is complete. The timed examination begins after the proctor finishes reading the instructions. Candidates are permitted to enter the examination room up to 30 minutes into the timed examination; however, additional time to read examination instructions or an extension of time to complete the examination will not be offered. To avoid disruption to the examinees, candidates arriving more than 30 minutes after the start of the timed examination are ineligible to test. Visitors are not allowed in the testing room at any time.

**Addressing Comments related to Examination Questions**

All candidates will receive a comment form with their examination package to provide an opportunity to note examination questions perceived as problematic. Candidates may complete their comment forms during the examination period. Candidates are also provided up to 10 minutes after the end of the examination to complete the comment forms, following collection of all answer sheets by proctors. All comments are reviewed by subject matter experts prior to setting the passing score of the examination. After review, if a question is deemed problematic, the examination score will be adjusted equitably for all candidates. Candidates will not be notified as to resolution of the comments submitted.

## IV. EXAMINATION RESULTS AND RECEIVING CERTIFICATION

### **Notification of Individual Results**

A candidate will receive his/her CASp examination results by mail within six to eight weeks of taking the examination.

### **Passing Score Information**

The passing standard for the examination is established based on the standard of competence in the profession, in accordance with the NCCA Standards for the Accreditation of Certification Programs by the National Commission for Certifying Agencies, using a criterion-referenced approach called the modified Angoff Method. Subject matter experts are consulted throughout the process to ensure a fair and accurate pass point. The modified Angoff Method is the most commonly used method for licensure and certification examinations, and involves setting the pass point on the basis of minimum standards for proficient practice rather than relative candidate performance. Therefore, a candidate's pass/fail performance is established independently of others who take the examination on the same day. Candidates are judged by comparing their performance to an absolute standard, not to other candidates.

### **Verification of Individual Results**

Examinations are scored in an automated scoring process. Our examination contractor verifies the accuracy of the automated scoring system by scoring ten percent of the examinations manually. In addition, the examination contractor rescues all candidates who fail the examination by two points of the passing score. The examination contractor provides the CASp Program with a list of those candidates whose examinations have been manually rescored. A candidate may inquire if his/her examination was manually rescored by sending an email to [CASprogram@dgs.ca.gov](mailto:CASprogram@dgs.ca.gov). Furthermore, a candidate may make a request to have one or both parts of his/her examination manually rescored with a request in writing within 30 days of receiving results, along with payment of \$43.00 by check payable to the Division of the State Architect, at the address provided herein. The CASp Program accepts no other challenges of a candidate's individual results.

### **Confidentiality**

The confidentiality of all candidates will be protected. The CASp Program will not discuss individual candidate examination performance with any other candidate or individual, with the exception of the examination contractor.

**Retaking Part of the Examination**

Candidates who pass only one part of the examination will be given conditional credit and will have three years to pass the remaining part. Candidates must pay the applicable examination fee and register within scheduled examination deadlines when retaking one or both parts of the examination. The candidate will need to retake and pass both parts of the examination if, after three years from the pass date of the first part of the examination, the candidate does not pass the remaining part.

**Issuance of Certification**

The CASp Program will send a letter of confirmation to candidates who have passed both parts of the examination. Once confirmed, a candidate demonstrates a request for certification by payment of the certification fee through the [CASp Account Login](#). Select "My CASp Examination Record" from the main menu. Candidates paying the non-refundable certification fee online with a credit card may click "Proceed to Credit Card Payment". A notice of successful submission will be displayed at the end of the online process. Candidates preferring to pay by check should click "Print Record and Mail Payment by Check" and send the record and a check payable to the Division of the State Architect at the address provided herein.

In order to comply with the requirements of Business and Professions Code section 31, DSA is required to collect the social security/tax identification numbers of individuals submitting for initial certification. All candidates must submit to the CASp Program an original signed [Form DSA 650: Disclosure of Social Security Number and/or Federal Taxpayer Identification Number](#), by mail to the address provided herein. Your certification will not be processed until this form is received by the CASp Program.

A candidate will receive confirmation by mail from the State Architect of successful completion of the certification process. Certification is valid for a three-year period beginning on the date stipulated in the letter of certification confirmation by the State Architect. The letter of certification confirmation is accompanied by proof of certification which indicates the date of certification expiration. A CASp can expect to see his/her information on the list of certified access specialists on the [DSA CASp Program website](#) on the first day of the certification period.



**Change in Contact Information or Affecting Good Standing**

Good standing for the CASp Program is necessary for certification. It is the responsibility of the candidate/CASp to notify the CASp Program of a change affecting good standing immediately. In addition, a change in contact information should be submitted by the CASp through the [CASp Account Login](#) or in writing to the CASp Program within 10 business days of such change.

**Required Information for the List of Certified Access Specialists**

DSA is required to maintain an online list of certified access specialists that hold valid certification. The information required to be disclosed on the list is the CASp name, CASp phone number, CASp certification number, and expiration date of certification. Additionally, a CASp who provides inspections as an independent CASp must disclose the counties in the state where he/she provides inspections.

The CASp Program requests that each CASp, upon confirmation of certification, update his/her information on the list of certified access specialists. A CASp may update the information through the [CASp Account Login](#) by selecting "Update My List of Certified Access Specialists Information." It is the responsibility of each CASp to keep the required information current. The CASp may elect to include an email address. The CASp Program has the discretion to remove or to request the removal of any information deemed inappropriate for the list.

**Validity of Certification**

Certification is valid for a three-year period beginning on the date stipulated in the letter of certification confirmation. If providing a report prepared according to Civil Code section 55.53 to a facility or business owner, the CASp must hold valid certification on the date of inspection through issuance of the inspection report for each facility inspected. A CASp who does not hold a valid certification will not be able to purchase disability access inspection certificates.

**Issuance of Replacement of Proof of Certification**

Upon a written request by a CASp attesting that the original proof of certification has been lost, destroyed, or mutilated, and upon payment of a \$25.00 processing fee, the CASp Program will issue a replacement of the proof of certification marked "DUPLICATE."



## V. CONTINUING EDUCATION

### **Continuing Education Requirements**

15 continuing education units (CEUs) are required to be completed by each CASp during each three-year certification period and prior to application of certification renewal.

Continuing education requirements are as follows:

- A minimum of five CEUs must address regulatory updates to the accessibility provisions of the California Building Code. Credit may be attained by the following:
  1. Coursework addressing regulatory updates to the accessibility provisions of the California Building Code. Attendance can be either in person or online. One CEU equals one hour of instructional time.
  2. Active participation in the DSA-sponsored CASp discussion group addressing the accessibility provisions of the California Building Code. Attendance can be either in person or via teleconference. One CEU equals one hour of participation and only one CEU is granted per session.
  3. Participation as a subject matter expert on CASp examination development for DSA. One CEU is granted per session/day.
- The balance of CEU credit may be obtained by one or both of the following:
  1. Coursework that increases knowledge and understanding of federal accessibility regulations, standards, and guidelines. Attendance can be either in person or online. One CEU equals one hour of instructional time.
  2. Equivalent activity credit in accordance with the following guidelines, including, but not limited to:
    - a) Participation in formal discussion groups with CASps sponsored by the Certified Access Specialist Institute (CASI) addressing the accessibility provisions of the California Building Code. One CEU is granted per session.
    - b) Instructing a course with technical content on the accessibility provisions of state and federal regulations, standards, and guidelines. A maximum of five CEUs will be granted per certification period and CEUs cannot exceed the credits given for the course.
    - c) Published authorship and research projects in accessibility-related content. A one-time credit of five CEUs will be credited, unless a published update has occurred in a subsequent certification period.

- d) Volunteer involvement with groups that promote disability awareness. A credit of one CEU per hour of involvement will be granted, up to a maximum of five CEUs per certification renewal period. Volunteer involvement in a subsequent certification renewal period must be with a different disability awareness group in order to receive CEU credit.

### **Retention of CEU Completion Information**

The CASp Program does not pre-approve providers of continuing education. It is the CASp's responsibility to determine that a course meets the continuing education requirements according to the published criteria and to document and retain records of continuing education attendance. Not all providers of distance learning document registration and attendance; therefore, the CASp is required to request and retain proof of participation by official documentation of completion, by official acknowledgement of passing a formal examination which is graded at the end of the course, or by receipt of payment for the course and/or acknowledgement of attendance by the instructor. The CASp Program is the only arbiter of acceptance of CEUs for credit; therefore, it is advisable to obtain CEUs in addition to the minimum required, so that certification renewal is not placed in jeopardy.

### **Audit of CEU Completion**

The CASp Program may audit the records of a CASp to verify the completion of the continuing education requirements. A CASp shall maintain records of completion of continuing education for three years from the date of certification renewal and shall make those records available to the CASp Program for auditing upon request. If audited, the CASp will be required to provide documentation of successful completion of continuing education which may include the course title and syllabi for coursework content, instructor's name and qualifications, date of completion, and course duration, including receipts or proof of payment, if applicable. The CASp Program will determine if the documentation submitted by the CASp is sufficient to demonstrate attendance and participation for continuing education credit.

## VI. CERTIFICATION RENEWAL

### **Submission of Certification Renewal Information**

A CASp submits certification renewal information to the CASp Program through the [CASp Account Login](#). Select "My CASp Certification Renewal" and then "Renewal Application" (Form DSA 600-R). The information required to be submitted includes an update to contact information and professional licensure information, if applicable, and the following:

#### **Legal "Good Standing" Information**

The candidate is required to provide an update to information and documentation regarding criminal convictions.

#### **Continuing Education Information:**

The CASp must submit continuing education course and equivalent activity verification information.

#### **Record of Disability Access Inspection Certificates:**

If applicable, a CASp is required to provide a record to the CASp Program of the status of all disability access inspection certificates (DAIC) issued in the name of the CASp during the certification period, which includes the number of the certificate and the name and address of the facility inspected. DAIC that have been voided by the CASp should be retained with the record and marked "VOID" on the record. DAIC that have not yet been issued should be indicated as "UNISSUED" on the record. In addition, the CASp should include in the record the status of DAIC issued during any previous certification renewal periods that were indicated as "unissued" on the prior record. Once completed, the CASp may email the record to [CASpprogram@dgs.ca.gov](mailto:CASpprogram@dgs.ca.gov), or mail the record to the address provided herein. The CASp Program reserves the right to request resubmission of the record if the information submitted is not legible and/or not in an understandable format.

The CASp Program requires the application, continuing education information, and record of DAIC to be submitted with payment of certification renewal fees. Candidates paying online with a credit card may click "Proceed to Credit Card Payment". A notice of successful submission will be displayed at the end of the online process. Candidates preferring to pay by check should click "Print Application and Mail Payment by Check" and send the application and a check payable to the Division of the State Architect at the address provided herein. Once received, the CASp Program may take up to two days to evaluate and process certification renewal information.

**Assessment of Delinquency Fee**

A candidate must complete the certification renewal process, which includes submission of all required information and payment of fees, prior to certification expiration. A candidate that does not complete the certification renewal process prior to certification expiration, and requests certification renewal or completes the certification process after the expiration date, will be assessed a \$150.00 delinquency fee.

It is the CASp's responsibility to complete the certification renewal process in a timely manner and prior to certification expiration. Because the CASp Program may take up to two days to evaluate and process certification renewal information once it is received, a CASp that submits certification renewal information electronically within two days of certification expiration may place in jeopardy completing the certification renewal process by the expiration date. A CASp that submits certification renewal information via mail must ensure that the CASp Program receives the information so that up to two days to evaluate and process the certification renewal information is considered. The CASp Program reserves the right to assess the delinquency fee if the certification process is not confirmed as complete by the certification expiration date.

**Confirmation of Successful Renewal**

A CASp is certified for a three-year period upon confirmation by the CASp Program via email of successful completion of the certification renewal process. A proof of certification will be sent by mail following receipt of confirmation. A CASp can expect to have his/her certification expiration date updated on the list of certified access specialists on the [DSA CASp Program website](#) upon confirmation. In addition, the CASp Program requests that the CASp visit his/her [CASp Account Login](#), verify the information required to be disclosed on the list of certified access specialists, and update the required information as necessary.

## VII. CERTIFICATION EXPIRATION

### **Delinquency Renewal**

A certification that has expired may be renewed within one year of expiration provided the holder of the expired certification was not on suspended status at the time of certification expiration, has met the requirements of certification renewal, and has paid a \$150.00 delinquency fee in addition to certification renewal fees. Confirmation of successful certification renewal by the CASp Program must be received by the CASp in order to provide CASp services. If so renewed, the three-year certification period is established from the day after the original expiration date of the previous certification period.

### **Expired Certification**

A certification that is not renewed within one year after its expiration may not be renewed. The holder of the expired certification may obtain a new certification by contacting DSA to initiate the process for certification, and meeting the requirements set forth in the current certification process, beginning with passing the entirety of the CASp examination and paying examination and certification fees.

An individual with expired certification shall not use the title of certified access specialist, CASp designation, or perform work requiring CASp certification. An individual with expired certification will be removed from the list of certified access specialists published by the State Architect.

The holder of expired certification is required to return to the CASp Program all unused disability access inspection certificates (DAIC) and a record of the status of all DAIC issued in the name of the CASp during the certification period, which includes the number of the certificate and the name and address of the facility inspected, and including the status of DAIC issued during any previous certification periods that were indicated as "unissued" on the prior record. DSA will reimburse any DAIC returned in saleable condition at the same rate as the initial purchase price. Delivery costs will not be reimbursed.

## VIII. PROFESSIONAL STANDARDS

### **Definition of Certification**

Certification is issued through examination to assess an individual's knowledge of accessibility codes, standards, and regulations and demonstrates that the individual possesses the expertise to inspect facilities for compliance with construction-related accessibility standards. Through certification, a CASp is *certified* to perform such evaluations for compliance and may determine that a facility meets or does not meet applicable standards; however, a CASp does not *certify* that a facility is compliant or *issue certification* indicating a facility is compliant.

### **The CASp who is a Licensed Design Professional**

A CASp who holds a professional license issued by the State of California and was granted eligibility for the CASp examination based on professional license is advised to consult with the registration board governing licensure for the requirements of licensure that extend to the services provided by a CASp. Licensed professionals should be advised, however, that the privileges of licensure may not extend to the services provided by a CASp. The services provided by a CASp are governed by the CASp Program Regulations, *California Code of Regulations, Title 21, division 1, chapter 1, subchapter 2.5*.

### **Preparation of Design Solutions and Construction Documents**

In accordance with the California Building Code, accessibility improvements to a building or structure, including site work that is part of an accessible route, require approval and permit from the local authority having jurisdiction. A CASp who is not a licensed design professional should understand the limits of the services that he/she can provide, and is advised to consult with the local authority having jurisdiction to determine if proposed improvements are required to be provided by a licensed design professional before offering and providing such services to the client.

**Standards for the Independent CASp**

An independent CASp is a CASp who does not perform services as defined in section 113 of the CASp Program regulations through employment by, or under retainer of, a jurisdictional agency. The following standards for professional conduct apply to the independent CASp:

**Agreement for Services**

A CASp who renders professional services shall execute a written agreement (Agreement) or other identifying document prior to rendering professional services with each client.

The Agreement shall include

- the certification number of the CASp and expiration date of certification,
- the scope of services,
- an indication if the services provided include an inspection report and issuance of a disability access inspection certificate in accordance to the requirements of Civil Code section 55.53, and
- the signature of both parties.

**Significance of CASp signature on an Inspection Report**

The signature of the CASp on an inspection report shall signify that the CASp has been on the subject site as part of the scope of services and can confirm the information stipulated in the inspection report. Where a CASp signature is required, it shall be accompanied by the CASp certification number.

**Disability Access Inspection Certificates**

A CASp may purchase disability access inspection certificates (DAIC) from DSA, with a request made to the CASp Program. DSA is the only entity authorized by statute to issue DAIC. The CASp Program will issue DAIC only to a CASp.

It is the responsibility of the CASp to maintain the DAIC record book required by Civil Code section 55.53.



**Standards for the CASp who is Employed By or Under Retainer of a Jurisdictional Agency**

The following standards for professional conduct apply to a CASp who is employed or retained by a jurisdictional agency:

**Agreement for Services**

A CASp who provides plan review, permit, and inspection services for a public accommodation for compliance with state construction-related accessibility standards through employment by and in accordance with the jurisdiction's standard procedure is not required to execute an Agreement with the party requesting the CASp services.

**Significance of CASp signature on an inspection record**

The signature of the CASp on an inspection record shall signify that the CASp has been on the subject site as part of the scope of services and can confirm the information stipulated in the inspection record. Where a CASp signature is required, it shall be accompanied by the CASp certification number.

**Work Provided as an Independent CASp**

If a jurisdictional agency refers requests for CASp services to an independent CASp, or if a CASp employed by a jurisdictional agency provides CASp services as an independent CASp, then that CASp is subject to the professional standards of the independent CASp.

**Disability Access Inspection Certificates**

A jurisdiction may purchase disability access inspection certificates (DAIC) from DSA. DSA is the only entity authorized by statute to issue DAIC. The CASp shall be the responsible party from the jurisdictional agency to request and receive the DAIC from the CASp Program.

It is the responsibility of the CASp to maintain the DAIC record book required by Civil Code section 55.53.



**CASp Inspection Reports issued according to Civil Code Section 55.53**

The legal benefit extended to a business/facility owner by Civil Code sections 55.51-55.545 (Construction-Related Accessibility Standards Compliance Act, CRASCA) only applies to ADA Title III entities (places of public accommodation and commercial facilities) and does not apply to ADA Title II entities (state and local government or public entities).

Civil Code section 55.53 states:

*(a) For purposes of this part, a certified access specialist shall, upon completion of the inspection of a site, comply with the following:*

*(1) For a meets applicable standards site, if the CASp determines the site meets all applicable construction-related accessibility standards, the CASp shall provide a written inspection report to the requesting party that includes both of the following:*

*(A) An identification and description of the inspected structures and areas of the site.*

*(B) A signed and dated statement that includes both of the following:*

*(i) A statement that, in the opinion of the CASp, the inspected structures and areas of the site meet construction-related accessibility standards. The statement shall clearly indicate whether the determination of the CASp includes an assessment of readily achievable barrier removal.*

*(ii) If corrections were made as a result of the CASp inspection, an itemized list of all corrections and dates of completion.*

*(2) For an inspected by a CASp site, if the CASp determines that corrections are needed to the site in order for the site to meet all applicable construction-related accessibility standards, the CASp shall provide a signed and dated written inspection report to the requesting party that includes all of the following:*

*(A) An identification and description of the inspected structures and areas of the site.*

*(B) A statement that, in the opinion of the CASp, the inspected structures and areas of the site need correction to meet construction-related accessibility standards. This statement shall clearly indicate whether the determination of the CASp includes an assessment of readily achievable barrier removal.*

*(C) An identification and description of the structures or areas of the site that need correction and the correction needed.*

*(D) A schedule of completion for each of the corrections within a reasonable timeframe.*

**Notice to Private Property Owner/Tenant**

In addition to the inspection report, Civil Code section 55.53 requires the CASp to issue a disability access inspection certificate and the notice to property owner/tenant as deliverables in the scope of services. The text of the notice to property owner/tenant is included below, and is also available for download at [DSA CASp Program website](#).

**NOTICE TO PRIVATE PROPERTY OWNER/TENANT**

YOU ARE ADVISED TO KEEP IN YOUR RECORDS ANY WRITTEN INSPECTION REPORT AND ANY OTHER DOCUMENTATION CONCERNING YOUR PROPERTY SITE THAT IS GIVEN TO YOU BY A CERTIFIED ACCESS SPECIALIST.

IF YOU BECOME A DEFENDANT IN A LAWSUIT THAT INCLUDES A CLAIM CONCERNING A SITE INSPECTED BY A CERTIFIED ACCESS SPECIALIST, YOU MAY BE ENTITLED TO A STAY (AN ORDER TEMPORARILY STOPPING ANY LAWSUIT) OF THE CLAIM AND AN EARLY EVALUATION CONFERENCE.

IN ORDER TO REQUEST THE STAY AND EARLY EVALUATION CONFERENCE, YOU WILL NEED TO VERIFY THAT A CERTIFIED ACCESS SPECIALIST HAS INSPECTED THE SITE THAT IS THE SUBJECT OF THE CLAIM. YOU WILL ALSO BE REQUIRED TO PROVIDE THE COURT AND THE PLAINTIFF WITH THE COPY OF A WRITTEN INSPECTION REPORT BY THE CERTIFIED ACCESS SPECIALIST, AS SET FORTH IN CIVIL CODE SECTION 55.54. THE APPLICATION FORM AND INFORMATION ON HOW TO REQUEST A STAY AND EARLY EVALUATION CONFERENCE MAY BE OBTAINED AT <http://www.courts.ca.gov/selfhelp-start.htm>.

YOU ARE ENTITLED TO REQUEST, FROM A CERTIFIED ACCESS SPECIALIST WHO HAS CONDUCTED AN INSPECTION OF YOUR PROPERTY, A WRITTEN INSPECTION REPORT AND OTHER DOCUMENTATION AS SET FORTH IN CIVIL CODE SECTION 55.53. YOU ARE ALSO ENTITLED TO REQUEST THE ISSUANCE OF A DISABILITY ACCESS INSPECTION CERTIFICATE, WHICH YOU MAY POST ON YOUR PROPERTY.

**Disability Access Inspection Certificates**

Civil Code section 55.53(e) states:

*"(1) Every CASp who completes an inspection of a place of public accommodation shall, upon a determination that the site meets applicable standards pursuant to paragraph (1) of subdivision (a) or is inspected by a CASp pursuant to paragraph (2) of subdivision (a), provide the building owner or tenant requesting the inspection with a numbered disability access inspection certificate indicating that the site has undergone inspection by a certified access specialist." (Refer to page 27 in this handbook for applicable code references.)*

DSA sells numbered disability access inspection certificates (DAIC) for a price of \$10.00 each. A CASp may request DAIC from the CASp Program, indicate the quantity of the DAIC requested, and must purchase DAIC with check or money order payable to the Division of the State Architect at the contact information provided herein.

In addition, Civil Code section 55.53(e) states: *"Upon issuance of a certificate, the CASp shall record the issuance of the numbered certificate, the name and address of the facility inspected, and the type of report issued pursuant to subdivision (a) in a record book the CASp shall maintain for that purpose."* The CASp is accountable, by documentation in a DAIC record book, each DAIC issued in the name of the CASp. This record is an independent DAIC record, separate from the accounting of DAIC required by the CASp Program for certification renewal.

DAIC are sequentially numbered and bear a State of California seal to deter forgery, therefore, a CASp who issues a certificate to a building or facility owner that is similar to a DAIC purchased from DSA is committing forgery. In addition, the CASp Program maintains accountability of all DAIC, and because DAIC are issued only to a CASp in good standing, it is prohibited for a CASp to sell a DAIC to another CASp.

If CASp certification is suspended or expired, a CASp will be required to return all unused DAIC to the CASp Program, along with a record of the status of the DAIC issued to the CASp during the certification period, indicating the number of the certificate and the name and address of the facility inspected, and including the status of DAIC issued during any previous certification periods that were indicated as unissued on the prior record. DSA will reimburse any DAIC returned in saleable condition at the same rate as the initial purchase price. Delivery costs will not be reimbursed.

## IX. DISCIPLINARY ACTIONS

### **Receipt of CASp Complaint**

Each complaint about a CASp filed in writing with the CASp Program will be investigated. The CASp Program will contact the CASp and the complainant regarding the complaint, and may request additional information related to the complaint. If the investigation by the CASp Program confirms the validity of the complaint, the CASp will be notified of disciplinary action. Disciplinary action may range from specific action(s) the CASp must undertake to resolve the complaint to certification suspension, at the sole discretion of the CASp Program.

If the complaint concerns an issue that the CASp Program does not have the authority to address, the complaint may be referred to the licensing body having authority or another agency having authority. As a general policy, the CASp Program will not investigate a complaint that addresses the CASp's interpretation of applicable accessibility codes, standards, and regulations to determine compliance of site-specific elements or overall compliance of the facility. Because inspection reports prepared according to Civil Code section 55.53 are confidential, an individual who is not the business/facility owner of the inspected facility and who files a complaint about the content in a report will be required to obtain a letter from the business/facility owner indicating that the report was released voluntarily to the complainant.

### **Conduct that Warrants Disciplinary Action**

In addition to the grounds for action delineated in the CASp Program regulations section 161, a CASp may face disciplinary action based on acts involving dishonesty, fraud, or deceit, including but not limited to:

- Providing services without a written agreement if services are provided as an independent CASp.
- Selling a disability access inspection certificate (DAIC) without providing a facility inspection and CASp Inspection Report.
- Signing a CASp Inspection Report in which the CASp did not provide the facility inspection, or did not visit the site.
- Selling a DAIC to another CASp.
- Acts of forgery of the DAIC.

**Suspended Certification**

An individual with suspended certification shall not use the certified access specialist title, CASp designation, or perform work requiring CASp certification. An individual with suspended certification will be removed from the list of certified access specialists published by the State Architect.

The holder of expired certification is required to return to the CASp Program all unused disability access inspection certificates (DAIC) and a record of the status of all DAIC issued in the name of the CASp during the certification period, which includes the number of the certificate and the name and address of the facility inspected, including the status of DAIC issued during any previous certification periods that were indicated as "unissued" on the prior record. DSA will reimburse any DAIC returned in saleable condition at the same rate as the initial purchase price. Delivery costs will not be reimbursed.

A certification that is suspended is subject to expiration.

**Reinstatement**

A CASp must submit a request for reinstatement in writing to the State Architect. Reinstatement is subject to the discretion of the State Architect, in consideration of the nature and severity of the act(s) or offense(s), the time that has elapsed since the commission of the act(s) or offense(s), evidence of expungement proceedings, and/or demonstration of meeting the conditions for reinstatement as determined upon the conclusion of the investigation. If the CASp has certification reinstated prior to certification expiration, no extension of the certification period will be granted, and the CASp will be held to all the requirements of certification renewal, including the requirements for continuing education. If after certification expiration an appellant has had certification reinstated through the appeal process, the individual is subject to the requirements for certification renewal and the three-year certification period is established from the day after the original expiration date of the previous certification period.

**Denial of Certification Renewal**

A certification that is suspended and not reinstated prior to expiration may not be renewed. The holder of the expired certification may obtain a new certification by requesting reinstatement into the program in writing to the State Architect and meeting the requirements set forth in the current certification process as provided in the CASp Program regulations, beginning with passing the entirety of the CASp examination, and paying examination and certification fees.