

Terms of Reference for Consulting Services

Facility Access Audit Loan No. 3062 : Jaipur Metro Rail Line 1- Phase B Project

A. Background and Objectives

1. Access Auditing is a systematic way to ascertain the accessibility of the existing target building or facility. It provides clear information on what is required to improve access for the users of buildings and facilities including people with mobility and sensory impairments. As a continued maintenance and improvement plan for the buildings and facilities, access auditing is a very important procedure.
2. Basically, improving facility access is to increase the range of users able to use the building or facility including people with various disabilities. The result of the access audit is a check point of the status of the accessibility of the facility's both indoor and outdoor elements. It helps building providers to manage any improvement actions by highlighting the areas of access concern.
3. An access audit can be divided into two main stages: gathering information and making recommendations. Ideally both activities should be conducted by the same person/team, who bring their technical knowledge to the auditing progress. Alternatively, non-technical persons may carry out the first stage of information gathering, followed by professionals with technical understanding of buildings to propose realistic and practical alteration solutions to the building or facility.

B. Scope of Services

4. The coverage areas of the access audit include underground station facilities and amenities, access areas for entry and exit, and pedestrian sidewalks, footpath, road crossing within about 500 meter radius of the two station locations (Choti Chaupar and Badi Chaupar).
5. Preparation: Before the action of access auditing on site, it is necessary to have knowledge of the target facility and how it is used; and an updated floor plan of the target stations and surrounding area. A programme with schedules and audit teams for the audit action should also be formulated. Basic materials and equipment needed are:
 - Checklists of the facilities
 - Design manual or guideline for accessibility
 - Floor plan/layout of the building
 - Recording tools, such as a camera, pen and note pad

- A two-meter tape measure
- A door pressure gauge
- A gradient measurer
- A light meter.

6. Checklists: The checklists comprise a series of work sheets each dealing with one element of the facility, building or its setting. It provides a systematic procedure to survey a building and its facilities, and to identify existing barriers to accessibility. The checklist will enable the following:

- Identify barriers that exclude people with disabilities and others
- Select improvements needed to make the building/facility accessible
- Make short and long term plans for implementing changes
- Document the assessment process for future reference

The general order to audit a facility is:

I. Approaching the building

- getting to the site by transportation
- taxi stands, parking and drop-off areas
- kerb cuts
- main entrance
- space requirements
- ramps
- stairs
- emergency egress
- pavement and access routes
- ground and floor surfaces
- Tactile walking surface indicators
- wayfinding and signage

II. Enter the building

- horizontal circulation
- circulation and access routes
- ground and floor surfaces
- Tactile walking surface indicators
- doors, doorways
- vertical circulation to reach all the levels
- stairs
- elevators/lifts
- ramps
- wayfinding and signage
- service counters

III. Moving around inside and using its facilities

- getting to and using the rest rooms/toilets
- getting to and using all the facilities
- doorways and passageways
- rest area
- climate control

IV. Leaving the building

- wayfinding and signage
- Tactile walking surface indicators
- stairs
- ramps
- emergency exit routes
- areas of rescue assistance

V. Additional amenities

- reception/service counters
- drinking fountains
- public telephones
- automated teller machines
- vending machines
- public address systems
- flags, banners and display panels
- memorials, public sculptures
- waste collectors and recycling bins
- benches and seating
- letter boxes

7. Data collection on-site and recording the results: Using the checklists, begin the measuring and recording process area by area paying particular attention to details. Following the on-site data collection and measuring process, it is possible to collect all necessary data and remarks of the facility. The audit report should clearly record the findings of the information-gathering stage.

8. Resolving technical problem: The report should suggest possible improvements that could be made to the building/facility. These will range from minor non-structural adjustments (e.g. repositioning of furniture, choice of colour scheme, heights of signage, operational issues) to possibly major structural alterations where the skills of a technical person are required.

9. Priorities: The report will normally provide indication of priority ranking for suggested changes, which may depend on various factors such as:
- The building/facility owner's policy and objectives
 - Current or proposed use of the building/facility
 - Costs involved and resources available
 - Future plans for major refurbishment or other alterations and additions
 - Regular repair, modification and maintenance programme
 - Agreement with outside bodies (e.g. future improvement by city authority)
10. Costs: Owners may expect indication of likely costs to implement the recommendations as proposed in the access audit report. These may be given in general terms such as: none, minimal, part of regular repair and maintenance programme, significant structural alteration required or substantial cost will be incurred for addition of new accessibility facility (vertical platform lift)

C. Implementation Arrangements

11. The access audit will be implemented by a national consulting firm. It is anticipated that the following international and/or national staff will be required:
- Urban Transport Planner (3 person-months)
 - Urban Infrastructure Architect (3 person-months)

D. Reports, Deliverables, and Time Schedule

12. Access Audit Report as described above. It is expected that the consulting services will be implemented over 6 calendar months from the commencement date.