



ADA Compliance Division

Metropolitan Government of Nashville & Davidson County

Lindsley Hall - Fulton Campus ▪ 730 2nd Avenue South



PO Box 196300
Nashville, TN 37219-6300

contactADA@Nashville.gov
www.nashville.gov/General-Services/ADA-Compliance.aspx

Phone: (615) 862-8744

Facility Construction and Rehabilitation Project Procedures for Integration of ADA Compliance Requirements

A partnership of Metro agency representatives, local design professionals, and representatives of the disability community developed these procedures to ensure that ADA requirements are integrated into Metro government business processes that are applicable to projects involving new construction and rehabilitation of existing facilities (including recreational areas).

1. Capital Budget Request

Funding requested for project through the annual Capital Budget process. (Funding for projects may originate from various sources, including fund balance, bonds or notes, grants, federal funding, and other sources.)

2. Funding and Project Approval

The Office of Management and Budget confirms the availability of project funding.

3. Request for Proposal (RFP)

The requesting department (including the Board of Education, Parks, Public Works, etc.) develops and forwards a and project design professional scope of work to the ADA Compliance Division for review and recommendations.

The requesting department works with the Purchasing Division to finalize the RFP, which is then published/advertised. A pre-proposal conference is scheduled with:

- Prospective proposers
- Purchasing Division Buyer
- Representative of requesting department
- Representative of ADA Compliance Division
- Representative of Small and Minority Business Office

If required, the requesting department and the Purchasing Division completes amendments to original procurement documents, which are to potential proposers. Upon receipt by the Purchasing Division, proposals are evaluated by a committee that may be comprised of the following members:

- Representative of Purchasing Division (non-voting)
- Representative of requesting department
- Representative of ADA Compliance Division

4. Contract Document

The standard template for contracts includes:

- Affidavit of assurance/ADA.
- Design and Construction procedures.
- All other applicable documents.

5. Pre-design Meeting

The pre-design meeting is an informational session to further clarify design requirements for the project. The requesting department, ADA Compliance Division, and the design professionals discuss the scope of work.

6. Schematic Design Meeting

The schematic design meeting is a working session to review in-progress design requirements and 95% schematic design plans for the project which includes ADA requirements. The requesting department and design professionals will review user agency programming needs, and a design professional or project manager will record notes.

7. Final Construction Document Review

Final construction documents are distributed to requesting departments for review and comment to assure that the project scope of work has been completed addressed. The ADA Compliance Division receives two sets of the same documents for review and recommendations for compliance on the following:

- Excavation plans
- Construction plans

The project design shall meet all current and applicable ADA requirements. Plans shall be revised as necessary to resolve deficiencies.

Project addenda or change orders will follow the same review process to assure that recommended changes meet the requirements of the ADA.

The design professional or project manager is to furnish meeting notes.

8. Construction Process

The construction process follows the procurement procedures outlined in steps 3 and 4 above.

9. Pre-Construction Meeting

A representative of the requesting department, a member of the ADA Compliance Division staff, and the design professionals meet with the selected contractor for a detailed discussion of the project scope of work and required inspections during the course of construction.

10. Construction Inspections

- Phase I: Site Excavation
- Phase II: Plumbing Rough-in/Floors/Wall Audit
- Phase III: Site Forms Audit prior to Concrete Pours
- Phase IV: Substantial Completion/Use and Occupancy
- Phase V: Final Inspection

Contractors will adhere to all current ADA requirements. After Final Inspection and approvals are completed, the project released.