



**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

DEPARTMENT OF GENERAL SERVICES

DESIGN & CONSTRUCTION MANAGEMENT

1417 Murfreesboro Road  
P.O. Box 196300  
Nashville, Tennessee 37219-6300  
Fax: 615-862-6767

To: Chase Adams, Elyse Adler, Tricia Bengal, Marian Christmon, Michael Lusk, Larry Price, Becki Jones, Don King, Tammy Lyng, Dominique Arrietta, Jerry Hall  
From: Leah Granderson  
Date: April 1, 2010  
Re: Goodlettsville Branch Library Drawing/Document Review Process and Procedures

To All:

This document shall serve as an official guide for the process and procedures associated with design and construction document reviews for the Goodlettsville Branch Library .

**1. PHASE I REVIEWS**

The Design/Build Team shall furnish and deliver a total of seven (7) complete sets of drawings/documents. The drawings/documents are to be delivered to the prospective agency representative at the following locations with quantities as specified:

Qty: One (1) set

**Department of General Services – ADA**

**Attention: Jerry Hall**

*730 2<sup>nd</sup> Avenue South  
Nashville, Tennessee 37219*

Qty: Two (2) sets

**Department of General Services – DCM**

**Attention: Leah Granderson**

*730 2<sup>nd</sup> Avenue South  
Nashville, Tennessee*

Qty: One (1) set

**Gobbell Hays Partners, Inc.**

**Attention: Dominique Arrieta**

*217 5th Avenue North  
Nashville, TN 37219*

Qty: One (1) set

**Metro ITS**

**Attention: Becki Jones**

*523 A Mainstream Drive  
Nashville, TN 37228*

Qty: One (1) set

**Nashville Public Library**



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**Attention: Tricia Bengal**  
*615 Church Street*  
*Nashville, TN 37219*

Qty: One (1) set  
**Nashville Public Library**  
**Attention: Chase Adams**  
*615 Church Street*  
*Nashville, TN 37219*

2. The above agencies shall perform their review simultaneously. From the time of drawings/documents receipt, agencies **shall have a maximum of five (5) business days** for review and comments. Comments and mark-ups are to be clearly noted in **RED** ink, “clouded”, initialed and dated (reference attachments). Agencies will also need to complete the Approval Signature Sheet. The Quality Checklist has been provided as a guide to use for general drawing/document review, however, agencies should use their best practice in performing their division specific review.
3. The Design & Construction Management (DCM) Project Manager or a designated staff person shall collect the drawings/documents from all agencies on the **6<sup>th</sup> (sixth) business day** between the hours of **8am-10am**.
4. **PHASE II REVIEWS**  
  
On the **6<sup>th</sup> (sixth) and 7<sup>th</sup> (seventh) business day** the Library, DCM Project Manager and Gobbell Hays shall perform a consolidated comments review. All comments shall be transferred to a single set of drawing/documents.
5. On the **7<sup>th</sup> (seventh) – 8<sup>th</sup> (eighth) business day** Gobbell Hays Partners, Inc. shall transmit the drawings/documents electronically as well as deliver the hard copy to the Design/Build Team. In transmitting the drawing electronically, Gobbell Hays Partners, Inc. shall “cc” the above referenced agency representatives.

Once the consolidated comments/mark-ups documents have been received by the Design/Build Team they are advised to meet in person with Metro Codes, Metro Fire, Utilities and Goodlettsville AHJ’s to ensure code compliance.

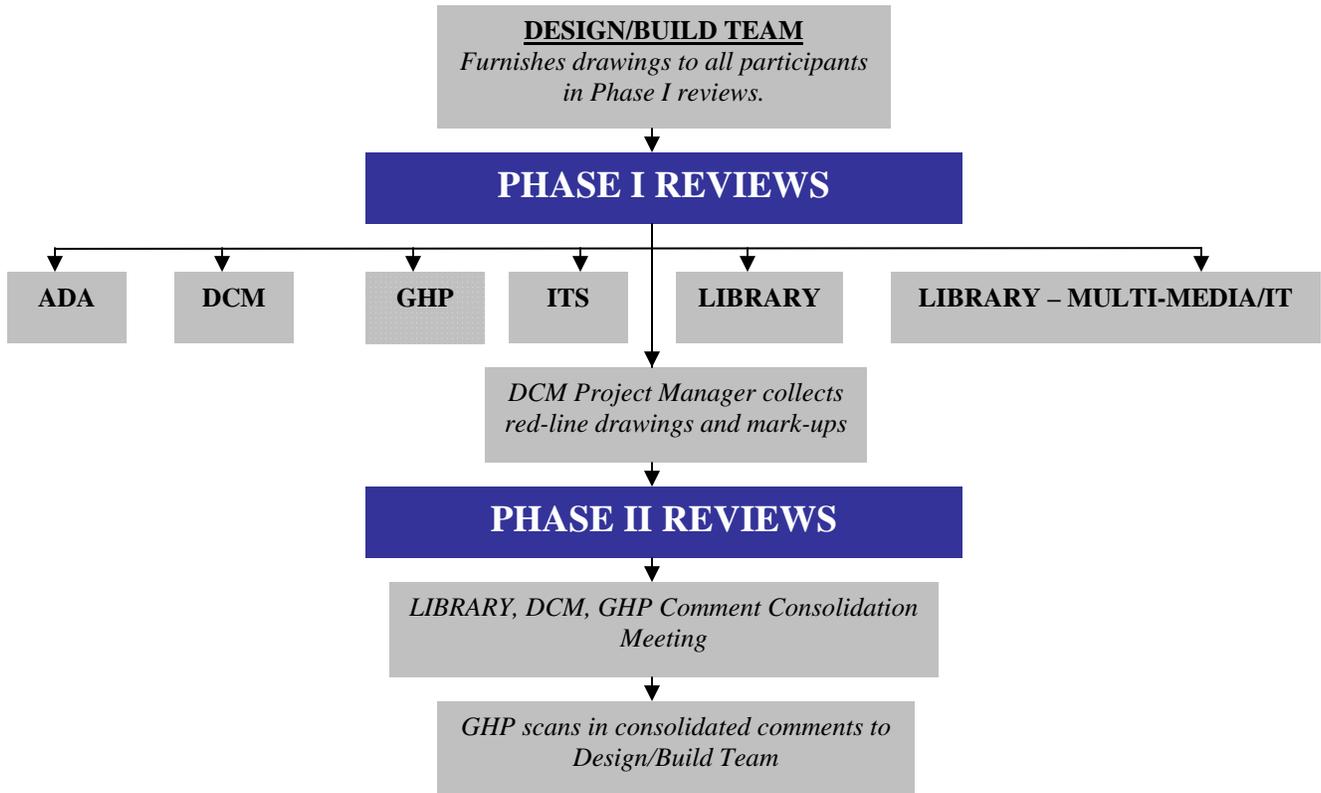


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**DRAWING/DOCUMENT REVIEW COMMENTS FLOW**



Cc: Dianna Stephens, Margaret Keck