



ADA COMPLIANCE DIVISION

Metropolitan Government of Nashville & Davidson County

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

In partnership with local design professionals, Metro agency representatives, and representatives of the disability community, procedures were developed to ensure that the requirements of the ADA are integrated in the business processes through the government, for new construction or rehabilitation of existing facilities, including recreational areas. The process will provide the detailed description of the methods to be utilized to remove structural barriers to program access required in the transition plan. The procedures are as follows:

1. **Funding requested** for project(s) 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. **When initiating a project:**

- a. The Office of Management and Budget shall confirm the availability of project funding.
- b. The ADA Implementation Committee shall approve all new construction, renovation, or major maintenance projects before work can commence.

3. **Request for Proposal (RFP) Process** for Soliciting Design Professionals: A project Scope of Work" is developed by the requesting department (requesting department may include the Board of Education, Parks, Public Works, and Real Property Services) and forwarded 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, amendments to original documents are completed by the requesting department and the Purchasing Division and forwarded to all offerors. 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 Practice** - 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 professional(s) 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 the design professional(s) will review the programming needs of the user agency(ies). The design professional or project manager is to furnish 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 professional(s) 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

Contractor(s) shall adhere to all current ADA requirements.

After Final Inspections have been completed and approvals received, the project is to be released.