



ACT Construction Project Compliance Review Process

Overview

The City of Seattle, as a public entity, must comply with the Americans with Disabilities Act (ADA). All City property and facilities, including those that are leased, must be designed and constructed to ensure compliance with Title II of the ADA, which governs the built environment owned and operated by public entities.

Effective March 15, 2012, compliance with the 2010 ADA Standards for Accessible Design is required for new construction and alteration of existing structures and facilities by public entities.

On May 11, 2012, the Mayor of the City of Seattle issued Executive Order 01-2012, directing that all departments of the City meet the requirements of the ADA in the construction of new facilities and when altering existing facilities. The order also directs that when there is an inconsistency between the Washington State Building Code, the Seattle Building Code, the Seattle Residential Code, the Seattle Existing Building Code and the ADA, the City will abide by the most stringent requirements.

Compliance Process

To ensure the required compliance is provided, the ADA Compliance Team (ACT) will provide input, review, and approval of documents throughout the scoping/design/bid/build process for City projects. It is the responsibility of each department and project manager (PM) to ensure they engage the ACT in a timely manner at each phase so that ADA issues and compliance impacts can be addressed during the normal course of project development. If a department has chosen to hire an outside consultant to provide ADA review and compliance guidance, it is the department's responsibility to forward all reports and documentation issued by the ADA consultant to the ACT for review and concurrence.

The ACT review process will occur as follows:

A – Planning/Scoping:

Scoping determination to be completed within one (1) week.

1. When a project is in the early stage of scoping definition, the PM will schedule a meeting with the ACT to review what scope items (if any) will be impacted by ADA. This review will also assist the PM in understanding whether there will be a budget impact due to ADA requirements.
2. The ACT will provide the PM with the "ACT Early Design Guidance" document to share with the design team. The guidance can assist the design team in understanding what codes must be followed to comply with ADA.

PM to use form A – Planning/Scoping Determination Request

B – Preliminary Review (Schematic):

Review to be completed within one (1) to two (2) weeks.

1. At the earliest possible date, the PM should submit the schematic design package to the ACT for initial input.
2. The ACT will review the schematic design package and may schedule a meeting with the PM and the design team to review any potential ADA impact to the design direction.
3. The ACT will issue a written response that documents the project's ADA compliance status for the record.
4. The PM will provide a written response to the comments documenting the resolution of any compliance items raised by the ACT at the next review step.

PM to use form B – Preliminary Review Application

C – Circulation Review:

Review to be completed within one (1) to two (2) weeks.

1. PM will forward the design documents for any project outside of the right-of-way for review by the ACT. Form used will be the standard CPCS form.
2. Cut sheets for all components impacted by ADA such as hardware, plumbing fixtures, etc., shall also be submitted to the ACT.
3. The ACT will review documents for ADA scope and compliance and provide corrections, if any.
4. When corrections are required, PM will ensure that items raised are resolved and will then forward corrected items to the ACT for final review and signoff.

PM to use standard Circulation Review forms provided by CPCS.



D – Permit Review

When City projects are required to obtain building permits, the ACT will review and approve the plans prior to permit issuance.

1. When the construction documents are submitted to the Department of Planning and Development (DPD) the ACT will be notified that plans are available for FAS ADA review.
2. The ACT will review the document package and provide a written review response with corrections for items out of compliance with ADA, if any.
3. The permit will be issued once all corrections are completed, including FAS ADA corrections.

Use form D – Permit Review

E – Spec (Specification) Review:

1. The PM will submit the bid documents to CPCS for review and approval. The ACT will review the documents for ADA compliance concurrently with the CPCS Program Administrator (PA).
2. The ACT will provide the PM with a correction notice should any ADA items not comply.
3. If ADA corrections are required, the PM will resubmit the impacted documents and respond to the correction notice in writing.
4. When the documents fully comply with ADA, the ACT will issue a notice of compliance.
5. If any addenda are issued that impact ADA, the PM will submit them to the ACT for approval.

Use standard Spec Review forms provided by CPCS.

F – Construction:

1. The PM schedules site inspections at appropriate points during construction. Inspections should be scheduled with the ACT two weeks in advance.
2. The ACT may conduct any of the construction inspections as required throughout the construction process:
 - a. Grading inspections – schedule the ACT inspection prior to installation of accessible courts, walks, ramps and parking areas.
 - b. Framing – schedule inspection prior to gypsum board installation.
 - c. Plumbing rough-in – schedule inspection prior to gypsum board installation.
 - d. Plumbing fixtures, toilet partitions and accessories – schedule the ACT inspection after installation.
 - e. Doors, fixtures, furnishings and equipment – schedule the ACT inspection after installation and adjustment. Doors must be adjusted after the mechanical system is balanced and all exterior doors and windows are closed.
 - f. Site work – schedule the ACT inspection after installation of all accessible features.
 - g. Signage – submit shop drawings detailing signage is ADA compliant prior to fabrication; schedule a field inspection to confirm signs are being installed properly.

Note: If a department has chosen to hire an outside consultant to provide ADA review and compliance guidance, it is the department's responsibility to forward all reports and documentation issued by the ADA consultant to the ACT for review and concurrence.

ACT to use form F – Construction Inspection to track any issues identified during construction.

G – Closeout:

1. The PM will request/schedule a project final inspection with the ACT.
2. The ACT shall conduct the requested inspection and provide comments to include with the punch list.
3. PM will issue comments with the punch list. Items must be corrected prior to project final acceptance.

Note: If a department has chosen to hire an outside consultant to provide ADA review and compliance guidance, it is the department's responsibility to forward all reports and documentation issued by the ADA consultant to the ACT for review and concurrence.

ACT to use form G – Closeout Inspection. Once any items identified during the inspection are corrected, the ACT will issue a letter acknowledging compliance in the built project.