



## MEMORANDUM

**DATE:**

April 3, 2019

**SUBJECT:**

**QUALITY ASSURANCE AND QUALITY CONTROL  
PROCEDURES FOR ACCESSIBILITY OVERSIGHT OF  
NEW CONSTRUCTION AND MAJOR REMODELING**

**FROM:**

General Manager

**TO:**

Development Community and Planning Staff

This memo shall serve as the formal adoption of internal guidelines and administrative procedures Valley-Wide will use for quality assurance and quality control for accessibility oversight of new construction and major remodeling:

1. **Accessibility Reviews:** accessibility reviews will incorporate the Americans with Disabilities Act (ADA) standards, the California Building Code (CBC) and applicable local accessibility standards.
  - 1.1. Valley-Wide will procure an independent review and plan check of plan submittals to ensure that all current ADA standards for accessible design and all applicable building codes are met in the best interest of the public agency
2. **Proposal Development:** accessibility reviews will take place during all phases of the proposal development, will be documented in writing, and will include at a minimum an accessibility review of plans during the proposal development of:
  - 2.1. Conceptual proposal
  - 2.2. Preliminary proposal
  - 2.3. Cost reduction proposals
  - 2.4. Complete proposal
3. **Construction Plan Development:**
  - 3.1. On all new plan checks, Valley-Wide will ensure that there is language as example:
    - 3.1.1. "ENGINEER AND LANDSCAPE ARCHITECT MUST ENSURE THAT ALL PATH OF TRAVEL FOR INGRESS/EGRESS AND ALL PROPOSED MATERIAL, EQUIPMENT AND AMENITIES SHOWN ON CONSTRUCTION PLANS, DETAILS AND SPECIFICATIONS MEETS ALL APPLICABLE/CURRENT ADA STANDARDS FOR ACCESSIBLE DESIGN AND ALL APPLICABLE/CURRENT BUILDING CODES"
  - 3.2. Valley-Wide will require the Engineer of Record and Landscape Architect for all development projects to certify that all plan details and specifications meet all current ADA standards for accessible design and all applicable building codes
  - 3.3. Items noted as noncompliant will be documented in the plan review and the corrective action noted. Plans will be revised to incorporate the corrections noted
  - 3.4. The attached flow chart will help with the overview of the design and plan check process

**4. Construction Reviews:**

- 4.1. A construction review with a written record of on-site construction findings for accessibility compliance, noncompliant findings and corrective actions will take place during phases of construction
- 4.2. During construction as suitable for the project such as 25%, 50% and 75% or more frequent as appropriate
- 4.3. Review of change orders and proposed cost reductions for accessibility requirements
- 4.4. Review at substantial completion
- 4.5. Reinspection of punch-list items

**5. Post Construction Review:**

- 5.1. Accessibility assurance and sign-off following an on-site review
- 5.2. Punch list of any noncompliant items and action to be taken
- 5.3. Verification of compliance and correction of punch list items

**6. Acceptance by Valley-Wide:**

- 6.1. Prior to Valley-Wide acceptance of a project, property or facility, Valley-Wide will initiate means to procure an independent review for actual field conditions for ADA compliance. A written confirmation is required indicating that all installed path of travel for ingress/egress and all material, equipment and amenities have been installed in compliance with all applicable/current ADA standards for accessible design and all applicable current building codes
- 6.2. Acceptance by Valley-Wide will be documented into the public record.

**7. General Assurances:**

- 7.1.1. Maintained in writing in accordance with the District's legal records retention policy.

If you have any questions regarding this matter, please contact James Edwards, ADA/Section 504 Coordinator at 951-654-1505.

# PLAN SUBMITTAL FLOWCHART

