YOUR  
LOGO

**COMPANY NAME**

ADA COMPLIANCE RETROFIT PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] for your ADA Compliance Retrofit project. We specialize in evaluating and upgrading facilities to meet the standards set by the Americans with Disabilities Act (ADA), ensuring accessibility for all.  
  
This proposal outlines our approach to retrofitting [Client Name]'s premises for ADA compliance.

# Project Objectives

The primary goals are:  
  
- Assess existing facilities for ADA compliance gaps  
- Develop a comprehensive retrofit plan addressing accessibility issues  
- Ensure compliance with federal, state, and local regulations  
- Enhance accessibility and inclusivity for all customers and employees

# Proposed Services

Our ADA compliance retrofit services include:  
  
- Site assessment and ADA compliance audit  
- Identification of non-compliant areas and recommendations  
- Development of retrofit design plans  
- Coordination with contractors and regulatory bodies  
- Project management and oversight during retrofit implementation  
- Final inspection and compliance certification support

# Scope of Work

Scope includes:  
  
- Initial site visit and detailed accessibility audit  
- Preparation of a compliance report with prioritized recommendations  
- Design and planning of retrofit modifications  
- Oversight of construction and retrofit activities  
- Final review to ensure all modifications meet ADA standards

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Site Assessment & Audit | Conduct ADA compliance audit of the premises | [Start Date] |
| Planning & Design | Develop retrofit plans and obtain necessary approvals | [Date] |
| Implementation Oversight | Manage retrofit construction activities | [Date] |
| Final Review & Compliance Check | Inspect completed retrofits and ensure compliance | [Completion Date] |

# Pricing

Estimated cost breakdown for ADA compliance retrofit services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| ADA Compliance Audit | Evaluate current facilities against ADA standards | [Amount] |
| Retrofit Planning & Design | Develop modification plans for accessibility | [Amount] |
| Project Management | Oversee retrofit implementation and contractor coordination | [Amount] |
| Final Compliance Review | Conduct final inspection and certification support | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a trusted consultancy specializing in accessibility solutions and compliance retrofitting.  
  
- Experience: [X] years in ADA compliance assessments and retrofits  
- Expertise: Accessibility audits, retrofit design, regulatory coordination  
- Mission: To help businesses create accessible environments that comply with legal standards and support inclusive practices

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: ADA retrofit for a retail chain's flagship store  
- Outcome: Achieved full compliance, improved customer access, and avoided potential legal liabilities  
  
Testimonial:  
“[Your Company Name] provided expert guidance and managed our ADA retrofit project seamlessly from start to finish.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% deposit, milestone payments.  
Service Scope: Includes assessment, design, project management, and final review.  
Client Responsibilities: Provide access to facilities, approve designs, and coordinate with internal teams.  
Adjustments: Scope changes require mutual agreement and may affect cost and timeline.

# Acceptance

To approve this ADA compliance retrofit proposal and initiate services, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client Name]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_