

## ***ADA Project Development Process in Accordance with P6 ADA Activities***

*An outcome of the October 2013 ADA Design Kaizen, the purposes of these guidelines are to increase the quality and efficiency of MnDOT's ADA design details through implementation of a standardized review process and proactive collaboration between design teams and the ADA-Operations Unit.*

### ***(1) ADA Scoping Coordination/Finalize ADA Scope***

- ADA Unit is available to participate in on-site reviews for complex projects (such as urban/sidewalk reconstruction projects or if the ADA estimate accounts for a significant percentage of the scoping-level estimate). SMART Board reviews or teleconferences are an alternate option when pre-STIP ADA Unit input is desirable. All scopes for ADA projects will need to be approved by the ADA Unit
- Districts must approximate right-of-way lines (for all projects involving ADA improvements) before establishing the baseline project development schedule to determine the appropriate time for the pre-design field walk.

### ***(2) ADA Pre-Design Field walk/Layout Review/Video Conference***

- Field walks should occur 2.5-3 years prior to letting to accommodate Right-of-Way needs. District will submit list of all field walk needs to be designed for the upcoming year, by April 1<sup>st</sup>. ADA Unit will schedule, coordinate and complete field walks with the goal of maximizing staff travel time efficiency over the next seven months. The Project Manager, Design Engineer, and Design Technician must participate to enable decision-making and communication continuity. It may be desirable for District Traffic, Land Management, and/or local agencies to participate. The timeframe varies (from 15-60 minutes per intersection) depending on intersection complexity.
  - Need to know final pavement scope (i.e. mill and inlay; overlay; concrete, bituminous, or alternate bid; and anticipated life of fix); Bridge Office preservation/replacement recommendations; and if signals will be either replaced or retrofitted.
  - Provide 20-scale in-place topo sheets showing both Trunk Highway and intersecting street right-of-way lines, surface utilities, curb and sidewalk lines, and buildings.
  - ADA Unit will document and electronically distribute ADA Field Walk Recommendations within 2 weeks of completing the field walk. Project Manager and/or Design Engineer must follow-up to discuss an alternate solution if any of the recommendations are not feasible.
- *All field walks must occur without the presence of snow and ice*

### ***(3) Finalize ADA Field Walk Recommendations***

*(4) Design Review 1*

- Provide preliminary proposed sidewalk profiles and 20-scale sidewalk details, if applicable. If adjacent property owners are interested in improving their access concurrent with the project, this must be known at this stage.
- Provide preliminary proposed 20-scale (or 30-scale in the case of wide intersections) intersection (i.e. curb ramp) details showing curb ramp designs including (x,y)/(x,y,z) coordinates; drainage arrows; push button locations with a landing distance table; curb profiles; radii points; and utilization of MnDOT's standard ADA legend. If the project includes Level 1 designs, provide a draft Tabulation.
- Provide preliminary typical sections, road profiles, cross sections, removal and planned construction sheets, and applicable construction details in addition to ADA details.
- May be submitted electronically to Todd Grugel (cc: Joe Zilka and Tara Olds).
- May be performed concurrent with Designer's 30%-60% QMP review.
- If sheets change as a result of comments from other functional groups, ADA needs to be aware of such changes.

*(5) Design Review 2*

- In addition to verifying the components of Design Review 1, provide preliminary SEQ and tabulations, soils and construction notes, and proposed standard plates and plans.
- May be submitted electronically to Todd Grugel (cc: Joe Zilka and Tara Olds).
- May be performed concurrent with Designer's 60%-90% QMP review.
- If sheets change as a result of comments from other functional groups, ADA needs to be aware of such changes.

*(Optional) Constructability Review*

- Complex projects may benefit from a second field walk including the Project Engineer and an ADA Construction Specialist.

*(6) Verification Review*

- Submit a full copy of the final plan set.
- May be submitted electronically to Todd Grugel (cc: Joe Zilka and Tara Olds).
- Currently performed concurrent with Central Office turn-in review; ADA verification review prior to turn-in is desirable.
- If sheets change as a result of comments from other functional groups, ADA needs to be aware of such changes.

SP # \_\_\_\_\_ City \_\_\_\_\_ TH(s) \_\_\_\_\_  
 Project Description \_\_\_\_\_  
 Letting Date \_\_\_\_\_ Letting Agency \_\_\_\_\_ Charge ID T \_\_\_\_\_  
 (If APS) Signal Designer \_\_\_\_\_ and \_\_\_\_\_  
 Maintenance Requirements \_\_\_\_\_  
 Road Design percent Complete \_\_\_\_\_

ADA Plan Review Stage 1				
		LEVEL		
Item No.	Description	L 1	L 2	L 3
1	Followed ADA Project Design Guide (PDG) and Curb Ramp Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Followed preferred Curb Ramp Design, APS Design, Sidewalk Design and Driveway Design Criteria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Utilized ADA Standard Legend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Show Right-Of-Way		<input type="checkbox"/>	<input type="checkbox"/>
5	All Surface Utilities (Shown + Field Verified)		<input type="checkbox"/>	<input type="checkbox"/>
6	20' (preferred) or 30' scale ADA details to fit an entire intersection on ONE sheet		<input type="checkbox"/>	<input type="checkbox"/>
7	Determine Crossing Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Pick Curb Ramp Types	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Existing flowlines from 2-3% need a construction note stating to table the flowline to less than 2% either on the Tabs for level 1's or on the ADA details for 2 and 3's.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Flow line's over 3% need to be labeled & Include X, Y, Z or profile that brings the flow line to compliance			<input type="checkbox"/>
11	Show Crosswalk and Push Button Locations, including push button table from signal guidance		<input type="checkbox"/>	<input type="checkbox"/>
12	For APS pushbuttons located on signal poles, include the APS Pole Mounting Adaptor with a note in the signal plans		<input type="checkbox"/>	<input type="checkbox"/>
13	For APS pushbuttons located on existing pedestals, ensure 3 saddle adaptors are labeled in the Plan for each pedestal		<input type="checkbox"/>	<input type="checkbox"/>
14	Contractor Friendly Terms, i.e. maintain 4" step height, match doorway threshold etc.			<input type="checkbox"/>
15	Specify all non-compliant components to nearest foot and whole percent (slopes and ramp lengths)		<input type="checkbox"/>	<input type="checkbox"/>
16	Directional curb shown properly (built integral with the curb and gutter)		<input type="checkbox"/>	<input type="checkbox"/>
17	2' Continuous Depth Dome Coverage with no "step through"		<input type="checkbox"/>	<input type="checkbox"/>
18	Talked with property owner on preference of side treatment (i.e. v-curb, grading, bit patch etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 Maintenance Requirements \_\_\_\_\_  
 Road Design Percent Complete \_\_\_\_\_

ADA Plan Review Stage 2				
		LEVEL		
Item No.	Description	L 1	L 2	L 3
1	ADA Pay Items Included in Plans	<input type="checkbox"/>		
	ADA Concrete Walk <input type="checkbox"/>	CHECK ALL ADA PAY ITEMS BEING USED		
	ADA Concrete Curb & Gutter <input type="checkbox"/>			
	Mill and Patch Bituminous Pavement <input type="checkbox"/>			
	Remove and Replace Bituminous Pavement <input type="checkbox"/>			
	Site Restoration <input type="checkbox"/>			
	Drill and Grout Reinforcement Bars <input type="checkbox"/>			
2	Radial Domes are used whenever the domes are placed at the back of curb (label radius). These radial domes must be tabbed out separately from the rectangular domes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Typical Sections Shown in Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Note for all Landings to be poured separately, language matching the ADA special provisions from 1803	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	ADA Special Provisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Standard Plates, Standard Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Show Striping or Outline of Striping on ADA Detail Sheet		<input type="checkbox"/>	<input type="checkbox"/>
8	X, Y for Push Buttons Stations, New Signal Poles, and Zero Height Curb		<input type="checkbox"/>	<input type="checkbox"/>
9	Survey control/Datum shown in Plan		<input type="checkbox"/>	<input type="checkbox"/>
10	X, Y, Z or radius and profile for all Curb & Gutter modifications			<input type="checkbox"/>
11	Landscape/Construction Plans show a compliant joint detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>