

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 1st. 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).
- 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.
- Provide information on surveying method, accuracy of survey (horizontal and vertical), and date of survey.

(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).
- 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).
- 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.