

## Workflow ADA Features Workflow

### Description:

The document created by the end of this process will contain curb ramps that are in compliance, non-compliant and fixable, non-compliant but partially fixable, and those that are non-compliant and not fixable.

Skeleton workflow to be used when project limits contain curb ramps. DOT&PF has created a [Curb Ramp Inspection Video](#) as well.

### Included Processes:

- 1.0 - Investigation of Existing Curb Ramps
- 2.0 - Design
- 3.0 - Knowledge Transfer
- 4.0 - ~Pedestrian Access Route Investigation
- 5.0 - ~Pedestrian Access Route Design

## **Process 1.0 - Investigation of Existing Curb Ramps**

Department:

<Unassigned>

Primary Output:

At the end of this process, all curb ramps will have been categorized as either in compliance, non-compliant and fixable, non-compliant but partially fixable, and those that are non-compliant and not fixable.

Description:

### ***Task 1.1 - Visit CRO GIS ADA Transition Public Information Map***

Role(s):

<Unassigned>

Description:

Visit the [CRO GIS ADA Transition Public Information Map](#) and determine if the curb ramp meets 2010 ADAAG Standards\*.

Also check to see if a recently completed curb ramp inspection form (2018 and after) is associated with it. It's recommended that if a new form wasn't used that you re-inspect the ramp using the most current CR ADA Curb Ramp Inspection Form [\[add link\]](#).

Even if a ramp has been determined to meet 2010 ADAAG Standards\* on a previous investigation, a visual inspection should be conducted to ensure that no changes have occurred since the inspection (freeze/thaw, M&O, utility, etc.).

\*Please note: In the CRO GIS Map, the terminology they use to determine if a curb meets current standards is the 2010 ADAAG Standards. For the purpose of this workflow, Central Region (CR) follows the DOT&PF's adopted standards for ADA and incorporates the Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG) dated July 26, 2011 as a best use practice for those ADA features not covered by the ADA Standards. These standards are collectively known as the CR ADA Standards. The term CR ADA Standards is used throughout the rest of the workflow.

### ***Task 1.2 - Determine Scope of Field Investigation***

Role(s):

<Unassigned>

Description:

After reviewing the CRO GIS site, you can develop your field investigation work. The two big categories are:

- How many ramps need to be measured?
- How many need to be visually inspected?

### ***Task 1.3 - Complete Field Investigation***

Role(s):

<Unassigned>

Description:

Once you've developed your scope of field work, it's time to do the investigation.

These investigations should be started as early as possible in the design phase so that if there are areas that you'll want Surveys to pick up topographical data, you have time to get on their schedule (this is a bit easier if you have a consultant performing the survey work).

Refer to the CR ADA Curb Ramp Survey Instructions [\[add link\]](#) for items you'll want to have on hand. You'll also want to have a CR ADA Curb Ramp Inspection Form [\[add link\]](#) for each curb ramp on your project.

To aid you, the CRO has created a [Curb Ramp Inspection Video](#).

### ***Task 1.4 - Request Field Survey (if necessary)***

Role(s):

<Unassigned>

Description:

During your field investigation, you might have discovered curb ramps that have unique features that will require addition survey to help you develop an ADA-compliant curb ramp. For in-house staff, you'll want to fill out a [Survey Request Form](#) and get this to Surveys in a timely manner to get on their schedule. For consultant forces, you should already have a survey task in the contract so work with your consultant PM to get onto their schedule.

## **Process 2.0 - Design**

Department:

<Unassigned>

Primary Output:

A complete design of all project curb ramps that can be improved by your project.

Description:

### ***Task 2.1 - Determine Scope of Design Work***

Role(s):

<Unassigned>

Description:

After all of the field work and survey has been completed, you can now determine the scope of design work needed.

### ***Task 2.2 - Design Curb Ramps***

Role(s):

<Unassigned>

Description:

Depending on what type of curb ramp you are looking at the steps to take differ. The following steps outlines what do with each type of curb ramp.

#### **Step 2.2.1 - Determine Type of Existing Curb Ramp**

Description:

There are two categories of existing curb ramps defined by Central Region Highway Design:

- ADA-compliant Curb Ramps - Type I
  - Ramps already meet the CR ADA Standards and will not require any work on the project
- Non-compliant Curb Ramps - which is broken out into three subcategories
  - Improve to ADA-compliant - Type IIA
    - Ramps currently don't meet CR ADA Standards but the project can bring them up to be fully compliant
  - Improve but still not ADA-compliant - Type IIB
    - Ramps currently don't meet CR ADA Standards and the project cannot bring them into full compliance but improvements can be made to improve their accessibility
  - No improvement can be done to improve accessibility - Type III
    - Ramps don't meet CR ADA Standards and cannot improve accessibility in any way

### Step 2.2.2 - Type I: ADA-compliant Curb Ramps

#### Description:

Proposed Work: No work will be proposed in the project for this type of ramp.

Plan Location: None

Documentation: You should document this in the CR ADA Transition Memo [\[add link\]](#) stating that either they've been measured (include the CR ADA Curb Ramp Inspection Form [\[add link\]](#)) and are ADA-compliant or they've been previously inspected to have met ADA-compliance and were visually inspected to ensure that no changes have occurred to change this determination. Pictures are extremely valuable to document this assertion.

### Step 2.2.3 - Type IIA: Non-compliant Curb Ramps - Improve to ADA-compliant

#### Description:

Proposed Work: Project will upgrade these ramps and bring them into compliance.

Plan Location: Summary Table + Alaska Standard Plans (ASP) or Detail Sheet + Plan and Profile Sheet

- It is expected that the Designer will use the ASPs whenever possible and include details only when they warrant extra detail or don't match the ASPs conditions
- In the Summary Table Template, two columns have been added to denote whether the contractor is to use the ASP or look in the Detail Sheets.

Documentation: In the CR ADA Transition Memo [\[add link\]](#), include the CR ADA Curb Ramp Inspection Form [\[add link\]](#) for the existing ramp. The inspection form will serve as documentation to CRO of ADA-compliance and as a reference for Construction.

### Step 2.2.4 - Type IIB: Non-compliant Curb Ramps - Improve but still not ADA-compliant

#### Description:

Proposed Work: Project will upgrade these ramps and improve their accessibility as much as possible.

Plan Location: Summary Table + Detail Sheet + Plan and Profile Sheet

- In the Summary Table, mark the Details column.

Documentation: In the CR ADA Transition Memo [\[add link\]](#), include the scope of work and how the project is improving the curb ramp. You'll also need to include in the memo a copy of the CR ADA Technical Infeasibility Design Waiver Memo [\[add link\]](#) that supports your conclusion of technical infeasibility. The original CR ADA Technical Infeasibility Design Waiver Memo [\[add link\]](#) will be placed in the Design Memo Appendix to the DSR. Include the CR ADA Curb Ramp Inspection Form [\[add link\]](#) for the existing ramp as well. The inspection form will serve as documentation to CRO of ADA-compliance and as a reference for Construction.

### Step 2.2.5 - Type III: Non-compliant Curb Ramps - No improvement can be done to improve accessibility

#### Description:

Proposed Work: No work will be proposed on these ramps

Plan Location: None

Documentation: In the CR ADA Transition Memo [\[add link\]](#), you'll need to include a copy of the CR ADA Technical Infeasibility Design Waiver Memo [\[add link\]](#). The original CR ADA Technical Infeasibility Design Waiver Memo will be placed in the Design Memo Appendix to the DSR. Include the CR ADA Curb Ramp Inspection Form [\[add link\]](#) for the existing ramp as well. The inspection form will serve as documentation to CRO of ADA-compliance and as a reference for Construction.

### ***Task 2.3 - Write CR ADA Transition Memo***

Role(s):

<Unassigned>

Description:

To finalize the Design portion of the curb ramp process, you'll need to have completed the CR ADA Transition Memo. [\[add link\]](#)

## **Process 3.0 - Knowledge Transfer**

Department:

<Unassigned>

Primary Output:

A document that supplies CRO and Construction with a complete list of curb ramps that were evaluated and what Design determined needed to be done.

Description:

### ***Task 3.1 - Submit ADA Transition Memo to CRO***

Role(s):

<Unassigned>

Description:

Submit the completed CR ADA Transition Memo [\[add link\]](#) to the CRO.

### ***Task 3.2 - Write Transfer to Construction Memo***

Role(s):

<Unassigned>

Description:

Develop your [Transfer to Construction Memo](#) for the project as normal. You'll attach the CR ADA Transition Memo [\[add link\]](#) to this as an appendix.

This file will be sent to Construction with a cc to David Lee and Steven Rzepka.

### ***Task 3.3 - Construction Support***

Role(s):

<Unassigned>

Description:

Provide Construction Support for issues identified in the field. In many cases, this will require the Engineer to perform a site visit and inspect the ramp location before determining a solution. If no solution is possible, a CR ADA Technical Infeasibility Design Waiver Memo [\[add link\]](#) will need to be completed.

## **Process 4.0 - ~Pedestrian Access Route Investigation**

Department:

<Unassigned>

Primary Output:

Description:



## **Process 5.0 - ~Pedestrian Access Route Design**

Department:

<Unassigned>

Primary Output:

Description: