ADA Design Memo – Guidance

The design submittal required by Operations - ADA Unit from CO pertains heavily to the success of the ongoing ADA transition plan and the federal requirement of tracking and documenting elements that do not meet ADA standards. The process of submitting a design submittal is outlined in this document. The submission is performed via SharePoint.

Submission 1.1

1.1.a	Open MnDOT ADA Design page - <u>http://www.dot.state.mn.us/ada/design.html</u>
1.1.b	Click on "SharePoint: ADA Design Memo" under "Checklist/Submittals" section.
1.1.c	A log-in prompt may pop-up depending on where you login from. Login using your AD
	account with "ad\" followed by your username (e.g. ad\chng2dic) and password.
1.1.d	Click on the "+New Document" to submit/upload a new design memo.

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ADA DESIGN MEMO*	
*to be completed by Project Designer	
SP #: District: Select City: TH(s): TH(s): TH(s): The select s	
MnDOT/Consultant (firm's nome) Lood ADA Designer(s) Engineer of record	Section A
Project Designed by:	
Letting Date: Letting Agency:	
Survey Method Used Verticel Acc. (#) Horizontal Acc. (#) Date of Survey Design Survey Crew Chief Comment Select* + ±	Continue D
Number of Quadrants (no APS) Number of Quadrants (with APS/PB)	Section B
Sidewaik/Trail Work on MnDOT Right-of-Way?	
Any ADA-governed (curb ramps, sidewalks, driveways, etc) facilities work deferral? 🔉 Yes 🔤 No	
Ramp slope > 8.3%:	
Non-compliant _ Landing slope > 2.0%: Curb Ramps PAR is less than 4 ft:	Section C
Number of Non- Compliant Curb Inslope/X-walk > 5%:	
Ramps due to Roadway Flowlines > 2%	
Number of Curb between 2% - 3% w/ Note:	
Flowlines > 3% w/ Profiles or x,y,z's: " Total number of Push Buttons:	
Officet /Setback/Separation // andian Oritoria:	Section D
Buttons that don't	
Button < 2 ft from grade break/back of walk:	
State the number of non-compliant elements in Plans:	
Attach documentation along with alternatives considered for the non-compliant design elements. Include mitigation steps taken and reason(s) why it still can't be compliant.	
Example of documentation includes but is not limited to: Design plans with calculations, review and analysis of ADA field	
walk recommendations, emails, photographs, correspondences with public/local agency, etc. ZIP THE FILE TOGETHER REFORE UPLOADING!	
Up the rise to derive derive derive derive derive derive derive derive derive derived the statistic Upload the file at this link: https://connect.mn.gov/sites/mndot-team3/ADA/DesignerDocumentation/Forms/AilItems.aspx	Section E
After upload, select SP number from drop-down to link document.	
If ANY ped ramps are proposed to be excluded from the project, include ALL compliance checklist forms in the zipped	
attachment for existing curb ramps to verify compliance.	
inowiedge and were completed by me or under my direct supervision. Submit to ADA Compliance	
availing to have comparing	l i i i i i i i i i i i i i i i i i i i

Figure 1 - Screencap of the actual memo

1.2 Section A

SP #:		* District: Select	· · City:	* TH(s): *
		Project Description (Stand alc	one, Mill and Overlay, Reconst	ruction, etc)
				*
		MnDOT/Consultant (firm's name)	Lead ADA Designer(s)	Engineer of record
Project Desi	gned by:	*	*	*
Lettin	ng Date:	*	Letting Agency:	*

Section A consist of project information and background details.

1.3 Section B

Survey Method Used	Vertical Acc. (ft) Horizontal Acc. (ft)	Date of Survey	Design Survey Crew Chief	Comment
Select * 🔻	± ±			
Click to add more surve	ey method			
Number	r of Quadrants (no APS)*	Number	r of Quadrants (with APS,	/PB)*
	Sidewalk/Trail Work on Mn click here for sidewalk/dri			

Section B request for detailed survey information, number of curb ramp quadrants involved in the project with or without APS/PB (Accessible Pedestrian Signals/Push Button), and total sidewalk, trail, and driveway work (if any) on MnDOT R/W.

1.4 Section C

Any ADA-go	verned (curb ramps, sidewalks, driveways, etc) facilities w	ork deferral? [Yes	💓 No
	Ramp slope > 8.3%:	*	
Number of Non-compliant	– Landing slope > 2.0%:	*	
Curb Ramps	PAR is less than 4 ft:	*	
Number of Non- Compliant Curb	Inslope/X-walk > 5%:	*	
Ramps due to Roadway	Flowlines > 2%	*	

Section C prompts for information on deferred ADA work such as curb ramps, driveways, and sidewalks that should have been part of the scope but could not be included. Reasons can be indicated in the comment section that will appear if "Yes" is selected (not shown in the picture above). Fields in the following segment require any non-compliant elements in the curb ramp design to be quantified. Documentation supporting reason for non-compliance design need to be uploaded per instruction in the memo.

1.5 Section D

Number of Curb	between 2% - 3% w/ Note:	*
Ramps w/ Existing – Flowlines	> 3% w/ Profiles or x,y,z's:	*
Total number of Push I	Buttons:	
Number of Push	Offset/Setback/Separation/Landing Criteria:	
Buttons that don't _ meet standards	< 6 ft MAR:	
l	_ Button < 2 ft from grade break/back of walk:	
Sta	te the number of non-compliant elements in Plans:	*

Section D prompts for existing condition – particularly important for retrofits – of flowlines at curb ramps to be quantified. The total number of push buttons includes all push buttons that are designed for in the plan, **EXCLUDING** existing. Fill in the total number of push buttons not meeting standards and document and upload the documentation stating alternatives or reasons why the design is not compliant.

The last field in Section D should be a sum of all non-compliant elements from the design including any reason that was not listed in other parts of the Design Memo.

1.6 Section E

Attach documentation along with alternatives considered for the non-compliant design elements. Include mitigation steps taken and reason(s) why it still can't be compliant.
Example of documentation includes but is not limited to: Design plans with calculations, review and analysis of ADA
field walk recommendations, emails, photographs, correspondences with public/local agency, etc.
ZIP THE FILE TOGETHER BEFORE UPLOADING!
Upload the file at this link:
https://connect.mn.gov/sites/mndot-teams3/ADA/DesignerDocumentation/Forms/AllItems.aspx
After upload, select SP number from drop-down to link document.
If ANY <u>ped</u> ramps are proposed to be excluded from the project, include ALL compliance checklist forms in the zipped attachment for existing curb ramps to verify compliance.
I certify that the information entered on this form and the submitted compliance checklist forms are accurate to the best of my
knowledge and were completed by me or under my direct supervision.
Submit to ADA Compliance

Section E is a summary of requirements based on presence of non-compliant design. Before submission, check the box above the submission button to certify all given information are true to the best of the uploader's knowledge – then click submit.

2 Step-by-step Guide to Documentation Upload

a) Select all files you want to zip

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Recent Places	🖭 9999-99powerpoint.pptx	5/7/2015 3:01 PM	Microsoft PowerP	27 KB
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b) Right-click -> Select "Send To" -> Select "Compressed (zipped) folder"

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c) The new file created should have a .zip extension in the file name.

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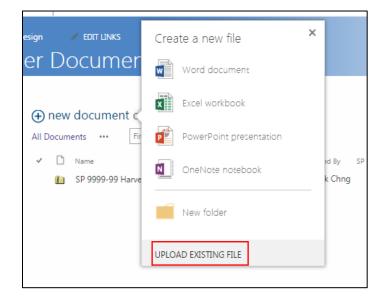
Last update 6/14/2017

d) Upload the zipped file to the link (<u>https://mn365.sharepoint.com/sites/DOT-</u> teams3/ADA/DesignerDocumentation/Forms/AllItems.aspx) given in the submittal form. Click

on "new document" to submit zipped documentations for your project.

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e) Click on "UPLOAD EXISTING FILE" – choose your zipped file and click OK.



f) This window should pop-up prompting edit of Name, Title and SP From to choose. Make sure to submit the Designer Submittal form prior to uploading any documentations or else the SP will not show up in the dropdown list. Click Save.

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