

Instructions to the Contractor for ADA Feature As-Built Measurement Records

I. Basic Information

Upon completion of an ADA Feature, measurements are to be recorded by the Contractor's Surveyor, and the data is to be transmitted to the Project Engineer's Office (PEO) for further processing and verification.

A. Requirements of the Contractor

The Contractor will be responsible for collecting and transmitting the As-Built measurements and other information to the Project Engineer.

1. Features to be Collected

Record the measurements for each ADA Feature where work has been completed using the **ADA Contractor Measurement Forms** (print the pdf file), which can be downloaded from the ADA Guidance website located at:

<http://www.wsdot.wa.gov/Design/ADAGuidance.htm>.

2. Equipment Needed for Measurements

The Contractor can use any method to collect the measurements. Past practice has been to use the tools below to complete the required measurements:

Smart Level – Slope Measurement

- Minimum of 2.0 feet in length
- Inclinator capable of slope accuracy measurements of maximum of 1/16" per foot
- Display slope measurements to two-significant figures
- Display slope in degrees
- Ability to calibrate the level

Steel Tape Measure – Dimension Measurements

- Capable of measuring to 0.01 foot

3. Measurement Forms

The forms used to record measurements require some basic information for each Feature measured. Information to be provided includes:

- Some of the forms are site specific, and will need to be completed separately for each ADA Feature constructed, while other forms provide the capability to record more than one ADA Feature location on the same form.
- All the forms provide basic information to be filled-out and have a section where notes can be added that may provide more details on a measurement or about the feature.

- Identifying the feature by a Feature ID number. Provide a schematic plan that shows the ADA Features and the associated Feature ID Code (this can be any system to identify each location separately (sequentially, alphabetically, etc) for the ADA Data Steward to see where the feature is located so it can be added to the ADA Database in the correct location).
- Project stationing
- Identifying if the feature is left or right of centerline
- Provide the State Route (SR) Mile Post (MP). The MP can be calculated using the contract plan information found on the vicinity map (this is important for the Data Steward to have this information).
- Each form needs to be signed and dated by the Prime Contractor certifying the accuracy of the measurements.

4. ADA Features

1) Curb Ramps

Forms to Record Data:

- Parallel Curb Ramp
- Parallel 1-Direction
- Perpendicular
- Combination

Data Fields Explanation:

1) Parallel:

- a) Type of DWS – Identify the type of DWS found (the list is found on the bottom right side of the form)
- b) For each of the fields listed below identify whether or not the attribute applies:
 - i) Diagonally orientated
 - ii) Clear Space Achieved

2) Parallel-One Direction:

- a) Type of DWS – List the number in this column (the list is found on the bottom right side of the form)
- b) For each of the fields listed below identify whether or not the attribute applies:
 - i) Diagonally orientated
 - ii) Clear Space Achieved

3) Perpendicular:

- a) Type of DWS – List the number in this column (the list is found on the bottom right side of the form)
- b) For each of the fields listed below identify whether or not the attribute applies:
 - i) Diagonally orientated
 - ii) Clear Space Achieved

4) Combination:

- a) Type of DWS – List the number in this column (the list is found on the bottom right side of the form)
- b) For each of the fields listed below identify whether or not the attribute applies:
 - i) Diagonally orientated
 - ii) Clear Space Achieved

2) **APS Button and Signals**

Forms to Record Data:

- Accessible Pedestrian System Measurements

Data Fields Explanation:

This form is to be used for each APS installed (one per corner or possibly at traffic island). Along with the form there are two other reference sheets for this Feature that provides additional details about the APS Button location, what measurements are needed, etc. to aid in completing this form.

- (a) For each of the fields listed below circle the correct attribute:
 - ii) Button Support Pole
 - iii) APS Clr Space Size
 - iv) Button Housing
 - v) Button Contrasts With Housing
 - vi) Button Vibrate
 - vii) Button Arrow Tactile
 - viii) Sign on Housing
 - ix) Sign – Street Name
 - x) Sign – StName Braille
 - xi) Sign – St Name ParCrw
 - xii) Arrow on Sign
 - xiii) Sign – StName Audio
 - xiv) Sign – StName Vibro
 - xv) Signal Support Pole
 - xvi) Signal Audible Walk
 - xvii) Signal Audible Type
 - xviii) Signal Type

3) **Sidewalk** – Includes sidewalks along the highway Driveways, End Ramps for Bridges and sidewalk.

Forms to Record Data:

- Sidewalk Adjacent Measurements
- Driveway Measurements
- Bridge End Ramp Measurements
- Sidewalk End Ramp Measurements

Data Fields Explanation:

- 1) Sidewalk Adjacent
 - a) If a section of sidewalk is present, measurements are needed at the beginning and end of the sidewalk walk section, and at every 50-ft interval in between.
 - b) Are Sidewalk Obstructions Present? → If “Yes” is circled, then note in the Notes box and complete the information in the Obstruction Location
 - c) If a bridge structure sidewalk is included in the improvements include a reference in the Notes box
- 2) Driveway:
 - a) Driveway Type → Identify the type of driveway constructed

4) Obstructions

Forms to Record Data:

- Obstruction Measurements

Consider the following:

- a) During the field review identify any obstruction found in the walkway (i.e. tree or bush overgrowth onto the sidewalk, [refer to the list found on the form to identify the type of obstruction encountered]). This can be either a vertical or horizontal obstruction that is found.
- b) A Surface Discontinuity (#25. “Surface Discont”) is where the surfaces are not flush and there is a vertical difference of more than ¼ inch between the concrete surfaces (i.e. caused by a tree root upheaval, settlement, etc.).

Data Fields Explanation:

- a) Obstruction Location Column → Identify if the obstruction is located along a SW (Sidewalk) or CW (Crosswalk)
- b) Obstruction Type → List the number in this column (the list is found on the right side of the form)
- c) SWJoint – Bevel → If a vertical discontinuity is present between two surfaces, circle whether or not the edge was beveled to make it ADA compliant

II. Transmitting Collected Data to the Project Engineer

The information from the completed feature needs to be incorporated into the ADA Features database. After completing the feature measurements, the Contractor shall transmit the forms to the Project Engineer.

Include the following information in the transmittal:

1. PLS’s stamp/signature
2. Contract Number
3. Date Measurements Completed
4. Name of Individual who took the Measurements