

Delaware Department of Transportation  
**RPE Review Checklist for Department Administered Contracts**

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**RPE Development Process**

- All RPEs are to be prepared by or under the direct supervision of the Engineer of Record.
- Once the RPE and all associated documentation has been completed, a DeIDOT quality control review will take place. The quality control review shall be performed by a staff member who is professionally competent in the subject matter of accessibility standards. It is preferable that this quality control review be performed by a staff member in the administering DeIDOT section.
- Once the Engineer of Record and quality control reviewer agree to the content and recommendations of the document, the Engineer of Record and quality control reviewer shall sign the standard RPE form as the “Prepared by” and “Reviewed by”, respectively, and submit to the DeIDOT Title II Coordinator for review and approval.
- The Department’s Title II Coordinator or their appointed designee will review all RPEs in accordance with this checklist to ensure that the RPE reached a logical conclusion and provides sufficient documentation for the Department’s record.
- The Department’s Title II Coordinator may approve the RPE or provide comments on the submitted RPE. All deficiencies discovered during the review are to be noted in the “Discussion of RPE Review Results” field.
- Once the RPE is completed satisfactorily, the Department’s Title II Coordinator will approve the RPE and will file the RPE into the Office of Civil Rights archival database.
- The Department’s Office of Civil Rights can be used as a resource during the RPE development process to ensure timely reviews and approvals.
- The content of the RPE Review Checklist may be updated by the Office of Civil Rights periodically as practices change and as issues are discovered.

<b>Project Information</b>	
<b>Contract Number:</b>	
<b>Contract Name:</b>	
<b>Designer/ Engineer of Record:</b>	
<b>DeIDOT Project Manager:</b>	
<b>Plan Submission Milestone:</b>	
<b>Contact Name of Reviewer:</b>	
<b>RPE ID Number:</b>	

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<b>Request for Practical Exception (RPE) Review</b>		
This portion of the review is intended to verify the content and conclusions reached in all submitted RPEs		
<b>Does the submitted RPE meet the following PAS Manual?</b>	Yes	No
Is the RPE warranted?	<input type="checkbox"/>	<input type="checkbox"/>
Is the cover sheet and executive summary accurately completed?	<input type="checkbox"/>	<input type="checkbox"/>
Is the location of the component that requires an RPE sufficiently described?	<input type="checkbox"/>	<input type="checkbox"/>
Is the element requiring the generation of the RPE sufficiently described?	<input type="checkbox"/>	<input type="checkbox"/>
Are the existing conditions and existing physical constraints sufficiently described?	<input type="checkbox"/>	<input type="checkbox"/>
Is the improvement's project scope sufficiently described?	<input type="checkbox"/>	<input type="checkbox"/>
Is the proposed solution documented and adequately described?	<input type="checkbox"/>	<input type="checkbox"/>
Does the proposed solution not lead to a decrease in system usability or accessibility?	<input type="checkbox"/>	<input type="checkbox"/>
Was the analysis clearly and sufficiently documented?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Discussion of RPE Review Results:</b>		