

ADA Plan Review Checklist for Department Administered Contracts

The Department’s Title II Coordinator or their appointed designee will provide a review of all Department administered contracts at major plan submission milestones for accessibility compliance in accordance with the current DeIDOT PAS Manual. This review is to take place at both the Preliminary Plan and Semi-Final Plan Submission milestones. The Department’s Title II Coordinator may also request a review take place at the Final Plan submission milestone based on the number of comments from previous reviews or the accessibility complexity of the design. This checklist has been created to promote a consistent and thorough plan review process that focuses on the ADA features associated with a proposed improvement.

Directions for Completing Checklist

- This checklist specifies the content that is to be checked by the Title II Coordinator or their designee for ADA compliance and consistency at major plan submission milestones.
- This checklist is to be completed by the DeIDOT Title II Coordinator or their designee. The Office of Civil Rights will keep the completed checklist on file as an archival record and may provide to other entities at their sole discretion.
- The reviewer is to strikethrough checklist items that are either not applicable to the contract or have not been included in the reviewed documents due to the submission stage milestone requirements.
- All accessibility deficiencies discovered during the plan review are to be noted in the “Discussion of Plan Review Results” field and shall be carried over and documented on appropriate forms and/or using current enterprise systems.
- The content of the ADA Plan Review Checklist may be updated by the Office of Civil Rights periodically as practices change and as issues are discovered.

Project Information	
Contract Number:	
Contract Name:	
Designer/ Engineer of Record:	
DeIDOT Project Manager:	
Plan Submission Milestone:	
Contact Name of Reviewer:	

Delaware Department of Transportation
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Project Type and Project Scoping		
This portion of the review is intended to verify that all required accessibility work will be completed as part of the contract		
Does the contract meet the following PAS Manual standard or other relevant Department or Federal standard?	Yes	No
Will compliant pedestrian connections be provided at newly constructed or altered street level pedestrian walkways at intersections to streets, roads, or highways?	<input type="checkbox"/>	<input type="checkbox"/>
Will compliant pedestrian connections be provided in the final condition for each instance where the existing crosswalk will be altered by the contract?	<input type="checkbox"/>	<input type="checkbox"/>
Will compliant pedestrian connections be provided in the final condition for each instance where the curb or curb ramp will be altered by the work?	<input type="checkbox"/>	<input type="checkbox"/>
If proposed, are diagonal curb ramps applied in accordance with the PAS Manual recommendations?	<input type="checkbox"/>	<input type="checkbox"/>
Do newly constructed or altered street level pedestrian walkways contain pedestrian connections at intersections to streets, roads, or highways?	<input type="checkbox"/>	<input type="checkbox"/>
Discussion of Plan Review Results:		

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Review of Applied Standards		
This portion of the review is intended to verify that the proposed work will meet all required technical accessibility standards		
Does the contract meet the following PAS Manual standard or other relevant Department or Federal standard?	Yes	No
Typical Sections: Do the Typical Sections provide appropriate cross slopes?	<input type="checkbox"/>	<input type="checkbox"/>
Construction Plans: Are the pedestrian connections that are identified as a standard construction detail application able to be constructed with the standard construction detail identified?	<input type="checkbox"/>	<input type="checkbox"/>
Construction Plans: Will the project create any acceptable pinch points that will not violate the PAS Manual allowance?	<input type="checkbox"/>	<input type="checkbox"/>
Construction Plans: Will the project create any unacceptable pinch points that will violate the PAS Manual allowance?	<input type="checkbox"/>	<input type="checkbox"/>
Construction Plans: Will the proposed pedestrian access route violate any relevant surface requirements (firm, stable, slip-resistant, vertical surface discontinuities, horizontal openings)?	<input type="checkbox"/>	<input type="checkbox"/>
Construction Plans: Will the project violate any protrusion limit requirements or grouping of obstruction requirements (sign placement, street furniture, utilities etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
Construction Plans: Does the project provide adequate provision for passing spaces?	<input type="checkbox"/>	<input type="checkbox"/>
Construction Details: Are all location specific construction details provided compliant?	<input type="checkbox"/>	<input type="checkbox"/>
Construction Phasing: Are adequate accommodations provided for temporary pedestrian access routes proposed during construction?	<input type="checkbox"/>	<input type="checkbox"/>
Profiles: Will any proposed crosswalk location violate cross slope standards?	<input type="checkbox"/>	<input type="checkbox"/>
Profiles: Will any proposed pedestrian facilities violate the running slope standards?	<input type="checkbox"/>	<input type="checkbox"/>
Grades and Geometrics: Will any proposed crosswalk locations violate running slope standards?	<input type="checkbox"/>	<input type="checkbox"/>
Grades and Geometrics: Do the plans propose any local sumps in the pedestrian access route?	<input type="checkbox"/>	<input type="checkbox"/>
Signing and Striping: Is the crosswalk striping coordinated with the pedestrian access route so that the clear space will be contained wholly within the crosswalk striping?	<input type="checkbox"/>	<input type="checkbox"/>
Signing and Striping: Does the crosswalk striping extend the width of the pedestrian connection?	<input type="checkbox"/>	<input type="checkbox"/>
Signing and Striping: Are traffic signs located in a way that will not obstruct the required Pedestrian Access Route's horizontal and vertical clearance requirements?	<input type="checkbox"/>	<input type="checkbox"/>
General: Are there any locations that require the generation of an RPE that is not disclosed on the plans?	<input type="checkbox"/>	<input type="checkbox"/>
Discussion of Plan Review Results:		