Services will be provided as needed to meet program requirements. Specific staff will be assigned to this activity and there will be no substitutions of staff. Contractor’s staff will report to a State employee of the State’s Americans with Disability Act (ADA)-Operations Unit while providing services.

**DESIGN AND SCOPING TASKS**

1. **Contract Management:**
The Contractor will perform services including work necessary for communication and completion of the project tasks on time and within budget. Invoices and progress reports will be prepared and submitted monthly. Up to one hour will be allowed for work associated with invoicing/budgeting/project management monthly.

2. **Project Management:**
The Contractor will prepare final design plan details ensuring that designs meet accessibility standards including those set forth by the Americans with Disabilities Act (ADA); Guidelines for Accessible Public Rights-of-Way (PROWAG); Department of Justice 2010 ADA Standards for Accessible Design; MnDOT Curb Ramp Guidelines; MnDOT ADA Project Design Guide; Minnesota Manual of Uniform Traffic Control Devices (MN MUTCD); MnDOT Road Design Manual; MnDOT Standard Specifications for Construction; and related standard special provisions.

Plan details will be incorporated into final plan sets prepared by others in accordance with sometimes expedited project schedules. The format of the design plans will be in accordance with State CADD Data Standards and the State’s current design practices. An electronic copy of all project design files in pdf, MicroStation, and Geopak formats will be provided to State staff, and files become the property of the State upon project completion or contract termination.

**Contractor will:**

A. Facilitate the inclusion of low-cost, high-value ADA recommendations in project scopes through education, compromise, communication, and collaboration.

B. Act as a liaison between the State’s ADA-Operations Unit, State functional units, consultants, and local agencies to provide accessibility expertise at the project-level.

C. Initiate or participate in project scoping meetings, ADA field walks, or similar coordination meetings to proactively identify and address ADA needs for upcoming projects.

D. Prepare and distribute ADA field walk recommendations to document on-site conversations to design teams and other stakeholders.

E. Prepare scoping-level ADA cost estimates as needed.

F. Follow-up on ADA field walk recommendations and design plan reviews with design teams and involve the State’s ADA Program Engineer to resolve unmet needs.

G. Based on experience, recommend improvements to the State’s ADA guidance, standards, tools, or training materials for the purposes of improving others’ understandings of this specialty topic; better meeting the goals of the State’s ADA-Operations Unit; or to address inconsistencies.
H. Seek input from State staff as necessary to arrive at solutions to accessibility issues as quickly as possible.

3. ADA Design:
Contractor will:
A. Attend kickoff meetings, plan review meetings, and any other meetings or informal communications necessary for close coordination with project staff during plan development.
B. Conduct on-site ADA field walks to identify unique situations and conflicts; select optimal curb ramp designs or design a site-specific ramp; and estimate quantities.
C. Utilize MicroStation and Geopak to prepare clear, concise, and accurate plan sheets including removal and planned construction sheets, ADA intersection details, construction details, sidewalk profiles, cross sections, and/or detailed quantity tabulations for incorporation into plan sets prepared by others.
D. Check plans for accuracy, completeness, and consistency with standards.
E. Submit periodic over-the-shoulder and 30%, 60%, 90%, and 95% plan sheet reviews in 11”x17” format as necessary for plan development efficiency and quality control.
F. Submit signed and certified plan sheets to District, local agency, or consultant project staff in accordance with plan development schedules to allow for on-time plan turn-in.
G. Revise plan sheets as requested by the State’s Project Design Services Unit to allow for scheduled project letting.
H. Prepare final design ADA cost estimates, utilizing either or both Microsoft Excel and Access, in accordance with State standards.
I. Seek input from State staff as necessary to arrive at solutions to accessibility issues as quickly as possible.

4. Equipment and Supplies for Design & Scoping:
Contractor will provide a clearly identifiable vehicle for use in work zones for the duration of this Contract. The vehicle(s) will have the necessary warning lights to be within the work zone and be able to safely transport equipment and supplies as necessary for construction inspection. Meals, mileage, lodging will be reimbursed following the state employee reimbursement policies.

Contractor will provide the following personal protective equipment: Vest (meeting ANSI/ISEA 107-2004 standard) and high visibility pants (for use at night or in low light conditions), safety glasses (meeting ANSI Z87.1 standard) with side shields, hard hat (meeting ANSI Type I Class C requirements), and steel-toe boots (meeting ASTM F-2413-2005).

The Contractor will furnish and maintain cellular phones, laptops, iPADs, wireless internet access, SMART level, and miscellaneous construction tools/devices for all Contractor field personnel assigned to the project. A list of these phone numbers will be available to the construction contractor and State Project Manager and contacts.