

Instructions for PEO to Transmit Contractor Provided ADA Data to Data Steward via the Region ADA Liaison

Basic Information

The Project Engineer's Office (PEO) administering the contract needs to review the Contractor's transmittal and the electronic forms.

- If the form status is found to "Pass", the PEO needs to email those forms to the Region ADA Liaison for final review and acceptance. It will be the responsibility of the Region ADA Liaison to forward the forms onto the WSDOT ADA Data Steward for incorporating the data into the ADA Database.
- If the form status shows "Fail", that Feature does not meet ADA compliance requirements. The PEO shall not accept the Feature until corrective measures have been performed by the Contractor and the resulting form status is found to "Pass".

	Database Schema:	SW-INTER
	Form Status	FAIL
	MEF Status	Standard ADA
	MEF Reference	

Note, Section SS 8-14.3 in the Construction Manual will be updated to reflect these instructions.

Email "Passing" Forms to the Region ADA Liaison *

After reviewing the forms for proper completion, transmit the following information to the Region ADA Liaison:

- 1) Contractor's transmittal (pdf)
- 2) Excel forms

Include the following in the transmittal:

1. Contract Number
2. Date Measurements Completed
3. Prime Contractor's Name who certified the Measurements
4. Sub-Contractor's Name performing the Work
5. Project Engineer's Name
6. PEO's contact name and phone number in case there are questions that need to be resolved.

* The Region Liaison will transmit completed forms to the WSDOT ADA Data Steward (WSDOT ADA Data Steward@wsdot.wa.gov).