

PESTER MARKETING COMPANY

SURVEYOR SOW - ADA SURVEY

2020v01

Introduction – FSU has been contracted by Pester to complete ADA compliance evaluations at Alta convenience store throughout Colorado, New Mexico, Kansas, and Nebraska. We will be evaluating the compliance of the Accessible Parking, as well as the path of travel from the accessible parking to the entry doors of the convenience store inclusive of any Curb ramps, Ramps, and sidewalks along that path. We are also to recommend corrective action for any items found to be non-compliant.

Confidentiality – The surveyor should be aware that all client information is to be held in strict confidence. The surveyor shall not disclose the reason for the survey other than you have been hired to do it.

Surveyor Agreement – By accepting this survey, the surveyor hereby agrees and accepts this scope of work in its entirety. In addition, the surveyor agrees and accepts the conditions as conveyed by the office staff. The surveyor also understands and agrees that in the event the information required by the scope of work is *not* gathered, the surveyor may be required to return to the site and gather the missing information at their own cost.

Survey Quality – FSU customer service standard aims to exceed all client expectations with a high level of professionalism. FSU assures the quality of each survey by maintaining strict protocols and review procedures. It is the responsibility of all FSU contractors to guarantee the quality of their work while adhering to all FSU standards. Surveys should be documented with care and pride.

Invoices, Expenses and Payment

The Invoice - the surveyor shall invoice for the site fee within seven (7) days after leaving the site.

The Expense Report – the surveyor shall complete their expense report immediately following the site survey deliverable upload or no later than ***48 hours after completing the on-site documentation.***

Survey Duration – The average site should not take more than 3 hours to survey. Please contact the Project Manager immediately if you believe the survey will take longer than this.

Site Conditions and Weather – Documentation for these sites will take place outside. To adequately document site conditions, the area to be surveyed must be clear of all ice, snow and debris. If inclement weather prohibits accurate and efficient documentation of this survey, the surveyor should contact the FSU Scheduler immediately to reschedule the site.

Scheduling – Sites are assigned to each surveyor in regions. Once provided with your regional site list, you are to submit a proposed schedule to the FSU Scheduler. The Project Manager should be copied on all communication.

Survey Deliverable Deadline

- **Deliverables are due within 24 hours of site completion or by 8am MDT the following business day.**

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SURVEY DELIVERABLES

1. Field Drawings
2. ADA Checklist
3. Photos

SURVEY DELIVERABLES - OUTLINED

1. Field Drawings

- a. The Surveyor is to produce a basic site plan sketch showing the areas of survey to include dimensions of all Accessible parking stalls and access aisles, Curb ramps, Pedestrian style ramps, and Sidewalk widths. If space allows for clear presentation, slope measurements can be noted on this drawing as well.
- b. If necessary, Detail drawings of Accessible stalls and access aisles, Curb ramps, Pedestrian style ramps, and Sidewalks may be used to note slopes in those areas.
- c. Slope measurements are to be taken in a minimum of six (6) locations within each accessible parking stall, access aisle, proposed accessible stall, and proposed access aisle showing the maximum slope in any direction at each location. Slope measurements are also to be taken at the base and top landings of any curb ramp/ramp as well as on the ramp itself showing both the running and cross slopes at each location.
- d. For sidewalks, take slope measurements approximately every 8 – 10 feet and note the running and cross slope measurements at each location. If there are non-compliant slopes found along the path, take additional slope measurements to locate the beginning and end of the non-compliant areas.

2. Pester ADA Checklist

- a. The Surveyor is to complete all portions of the ADA checklist for each element that exists onsite. Any element which is non-compliant must have a correction recommended by the surveyor. If you have already recommended this correction in a previous question, note which question it was addressed by and go on to the next question.
- b. For sidewalks with non-compliant conditions, note an approximate length of sidewalk that will need to be corrected.
- c. Any elements that do not exist onsite should be noted as such on the form.
- d. You may complete this form manually (As long as your handwriting is legible) or electronically, whichever is more efficient for you.
- e. The Surveyor is to complete all portions of the ADA checklist for each element that exists onsite.
- f. Rename the checklist file name to “PMC_(site#)_(CityST)_ADA-Checklist”
 - Example: **PMC_1243_WheatRidgeCO_ADA-Checklist**

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3. Photos

General photos to include:

- Accessible parking stalls
- Access aisles
- Curb ramps,
- Pedestrian style ramps
- Sidewalks to the entry doors

Additional photos to include:

- Non-compliant elements
- Accessible stall - If there are non-compliant slopes in the accessible stall, First, take a contextual photo showing the slope indicator placed in the most egregious slope location; Second, take a close-up photo showing the slope measurement on the slope indicator. Repeat this process for each non-compliant element (Access aisle, Curb ramp, Sidewalk, etc.).
- Non-Slope related compliance issues: Follow the same process of having a contextual photo and then a close-up to show the detail/measurement. Take as many photos as necessary to clearly depict the issue.

4. Photo Format

- 1280x960 pixels
- 300 dpi minimum
- Landscape format only
- Do not take photos at night
- Photo naming and numbering **(PMC)_(SITE#)-###**
 - Example: PMC_1243-001

Survey Deliverable Deadline

- Deliverables are due within 24 hours after onsite documentation
- Upload the **ADA Checklist** to the 'Field Report' field in QB
- Upload the **Photos** to the Photos field in QB

Surveyor Communication Standards

Surveyors are required to contact FSU with any on-site issues. See the communication standards below:

Scheduling & site access

- | | | | |
|---------------------|-----------------|------------------------|--|
| 1. Scheduler: | Kat Mitchell | wk (303) 355-7274 x114 | scheduling@fsusurveyor.com |
| 2. Project Manager: | Sharon Cormican | wk (303) 355-7274 x107 | scormican@fsusurveyor.com |


Survey & scope questions


- | | | |
|---------------------|-----------------|---|
| 1. Project Manager: | Sharon Cormican | *After hours at (859) 620-7876 (limited availability) |
|---------------------|-----------------|---|




2. VP of Operations: Susan Young syoung@fsusurveyor.com

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