ODOT Rail & Public Transit
Shelters and Facilities Projects
Required Documentation for Federally Funded Facilities Grants (Structures)

Introduction
This project category includes any project that requires disturbance of soil. Examples are:

- Passenger Shelters (usually purchased pre-fab, although could be site-built)
- Bus Barns
- Administrative and vehicle maintenance facilities
- Signs
- Facilities amenities such as seating, shelters, bike lock-up structures
- Infrastructure such as sidewalks, curb cuts to improve ADA access, paving parking areas for transit facilities, such as bus and customer parking
- Park and ride lots

Of all the projects offered through federal or state funds, this is the most complex and time consuming. Applicants must complete environmental and public involvement processes that can be quite onerous, even before any funding award is approved. Some of the pre-work may not be eligible for reimbursement or match in a grant agreement.

The reporting requirements for structures continue with the project long after the grant that funded it is closed. The useful life standard for replacing structures with federal funds is 10 years for fencing, 20 years for shelter and paving projects, and 40 years for bus barns and other facilities construction.

Refer to the current Oregon State Management Plan for additional information. This document is available from ODOT Rail and Public Transit Web site at:
http://www.oregon.gov/ODOT/PT/resources/guidance-library/state-management-plan.pdf

Process
The following steps must be taken in order to proceed with your project:

1. The Documented Categorical Exclusion (DCE) worksheet: Some facility projects, such as passenger shelters, require a Documented Categorical Exclusion or an exemption. Complete the DCE Worksheet to determine if the project qualifies as an exclusion. Submit the worksheet to ODOT Rail and Public Transit Division (RPTD). RPTD staff will forward the form to FTA for review. FTA may contact the transit agency contact if more information is needed.

Access the DCE worksheet from FTA Region 10's Web site at: www.**transit.dot.gov**

This will open the document as Read-Only. You will need to save a copy to your computer to turn off the protection feature in your document.

2. A site map showing details of the project must be included in the Documented Categorical Exclusion Worksheet or Environmental Assessment (EA) packet.
3. If not listed as an exclusion, an Environmental Assessment (EA) may be required. This work is typically done by a contractor qualified to assess the impacts of the project if. Submit a copy of the report to ODOT Rail and Public Transit Division so it can be sent to FTA for approval.
4. Approval from FTA is required regarding the project's environmental impact. RPTD must receive a copy of the approval letter from FTA. **IMPORTANT: The project cannot proceed until this approval is received.** If the DCE or EA is disapproved, the grant will be terminated and no funds will be paid for constructing the facility or procuring prefabricated structures.
5. A restrictive covenant on the property deed for the portion of the project funded by the grant must be in place prior to breaking ground. Submit copies of any agreements regarding building placement, easements, etc. to RPTD. The Restrictive Covenant form can be accessed from our web site at: http://www.oregon.gov/ODOT/PT/resources/guidance-library/restrictive-covenant.doc
6. Once all of the above approvals and documents are received, you may proceed with the Request for Proposals (RFP) for construction (or informal quote process if under $100,000).
7. Be certain that any architecture, engineering, or construction wages are estimated and paid at the prevailing wage rate per the Davis Bacon Act.
8. Report progress of the project in your quarterly reports to RPTD. If you have any questions about your responsibilities, contact the Capital Program Coordinator for assistance.
9. If you document stages of the project with photos, submit copies to RPTD. This will assist in monitoring the grant progress and will provide documentation allowing RPTD to make payments on reimbursement requests.
10. If the project will not be completed within the timeframe of the grant, be sure to request an extension for time at least 45 days before the grant expires. You should receive a notification for this action from RPTD giving you ample time to request an extension. Extension requests should include details as to why the extension is needed, progress to date, what remains to be done and a schedule for completion.
11. When the project is complete, submit all requests for reimbursement timely so that the grant can be paid and closed. Photos or a site visit by ODOT RPTD staff will be required prior to final payment.

Forms and Additional Resources:

Pre-Award Capital Purchase/Construction Facilities Certification Form

Initial all that apply:

___Some or all of the materials were purchased from a State of Oregon Price Agreement. List:

_____

By signature of its authorized representative, the organization identified below certifies that any procurement takes into account the following requirements and that these requirements are included in bid specifications for the facility project:

___PRE-AWARD PURCHASER'S REQUIREMENTS CERTIFICATION (all purchases over $5,000)

As required by Title 49 of the CFR, Part 663 Subpart B, the item(s) listed below is/are the same product(s) described in the recipient's solicitation specifications and the proposed manufacturer is a responsible manufacturer with the capability to produce items that meet the specifications.

_____Purchaser's requirements certification documentation was completed and is part of the procurement file.

___PRE-AWARD ADA COMPLIANCE (all facilities purchased, constructed and/or installed using federal funds)

The facility obtained in this procurement complies with 49 CFR Parts 27, 37, including Appendix A. A companion document for reference is the Accessibility Handbook for Transit Facilities published by the Federal Transit Administration (document No. FTA-MA-06-0200-92-1 or DOT-VNTSC-FTA-92-4).

___PRE-AWARD DEBARMENT AND SUSPENSION CERTIFICATION

The undersigned understands that misrepresenting the status of a facility acquired with federal financial assistance may subject the organization to civil penalties as outlined in the US Department of Transportation's regulation on Program Fraud Civil Remedies, 49 CFR Part 31. In addition, the undersigned understands that FTA may suspend or debar a third-party contractor, subcontractor, or manufacturer from participation in federally assisted transactions under procedures in 49 CFR Part 29.

___PRE-AWARD BUY AMERICA COMPLIANCE CERTIFICATION (all purchases over $100,000)

As required by Title 49 of the CFR Part 663 Subpart B, all steel and iron manufactured for the structure(s) and equipment described below meets the requirements of Section 165(b)(3) of the Surface Transportation Assistance Act of 1982 as amended. The recipient signing below has reviewed the documentation provided by the manufacturer which lists the following: (1) the proposed component and sub-component parts of the structure and equipment identified by the manufacturer, country of origin and cost; and (2) the proposed location of the final assembly point for the structure and equipment, including a description of the activities that took place at the final assembly point and the cost of final assembly.

_____Manufacturer's certification was received and is in this agency's procurement file.

TYPE OF FACILITY: _____

(e.g., passenger shelters, bus barn, administration offices, transfer station). For certification of multiple facilities, an attached listing may be provided.

PROPERTY DEEDED TO:_____DATE: _____

RESTRICTIVE COVENANT HOLDER: _____ ODOT AGREEMENT NUMBER: _____

RECIPIENT AGENCY:_____ADDRESS: _____

CITY: _____STATE, ZIP: _____

SIGNATURE:_____TITLE: _____

Post-Delivery Capital Purchase/Construction Facilities Certification Form

Initial all that apply:

___Some or all of the materials were purchased from a State of Oregon Price Agreement. List:

_____

By signature of its authorized representative, the organization identified below certifies that the following requirements were met by contractors in completing the facility project:

___POST-DELIVERY PURCHASER'S REQUIREMENTS CERTIFICATION (all purchases over $5,000)

As required by Title 49 of the CFR, Part 663 Subpart C, after visually inspecting and accepting the contracted facilities listed below, the structure(s) and all components meet the contract specifications.

_____Purchaser's requirements certification documentation was completed and is part of the procurement file.

___POST-DELIVERY ADA COMPLIANCE (all facilities purchased, constructed and/or installed using federal funds)

The facility obtained in this procurement complies with 49 CFR Parts 27, 37, including Appendix A. A companion document for reference is the Accessibility Handbook for Transit Facilities published by the Federal Transit Administration (document No. FTA-MA-06-0200-92-1 or DOT-VNTSC-FTA-92-4).

___POST-DELIVERY DEBARMENT AND SUSPENSION CERTIFICATION

The undersigned understands that misrepresenting the status of a facility acquired with federal financial assistance may subject the organization to civil penalties as outlined in the US Department of Transportation's regulation on Program Fraud Civil Remedies, 49 CFR Part 31. In addition, the undersigned understands that FTA may suspend or debar a third-party contractor, subcontractor, or manufacturer from participation in federally assisted transactions under procedures in 49 CFR Part 29.

___POST-DELIVERY BUY AMERICA COMPLIANCE CERTIFICATION (all purchases over $100,000)

As required by Title 49 of the CFR Part 661.5-.6, all steel and iron manufactured for the structure(s) and equipment, described below, meet the requirements of Section 165(a) and (b) of the Surface Transportation Assistance Act of 1982 as amended. The recipient signing below has reviewed the documentation provided by the manufacturer which lists the following: (1) the proposed component and sub-component parts of the structure and equipment identified by the manufacturer, country of origin and cost; and (2) the proposed location of the final assembly point for the structure and equipment, including a description of the activities that took place at the final assembly point and the cost of final assembly.

_____Manufacturer's certification was received and is in this agency's procurement file.

TYPE OF FACILITY: _____

(e.g., passenger shelters, bus barn, administration offices, transfer station). For certification of multiple facilities, an attached listing may be provided.

PROPERTY DEEDED TO:_____DATE: _____

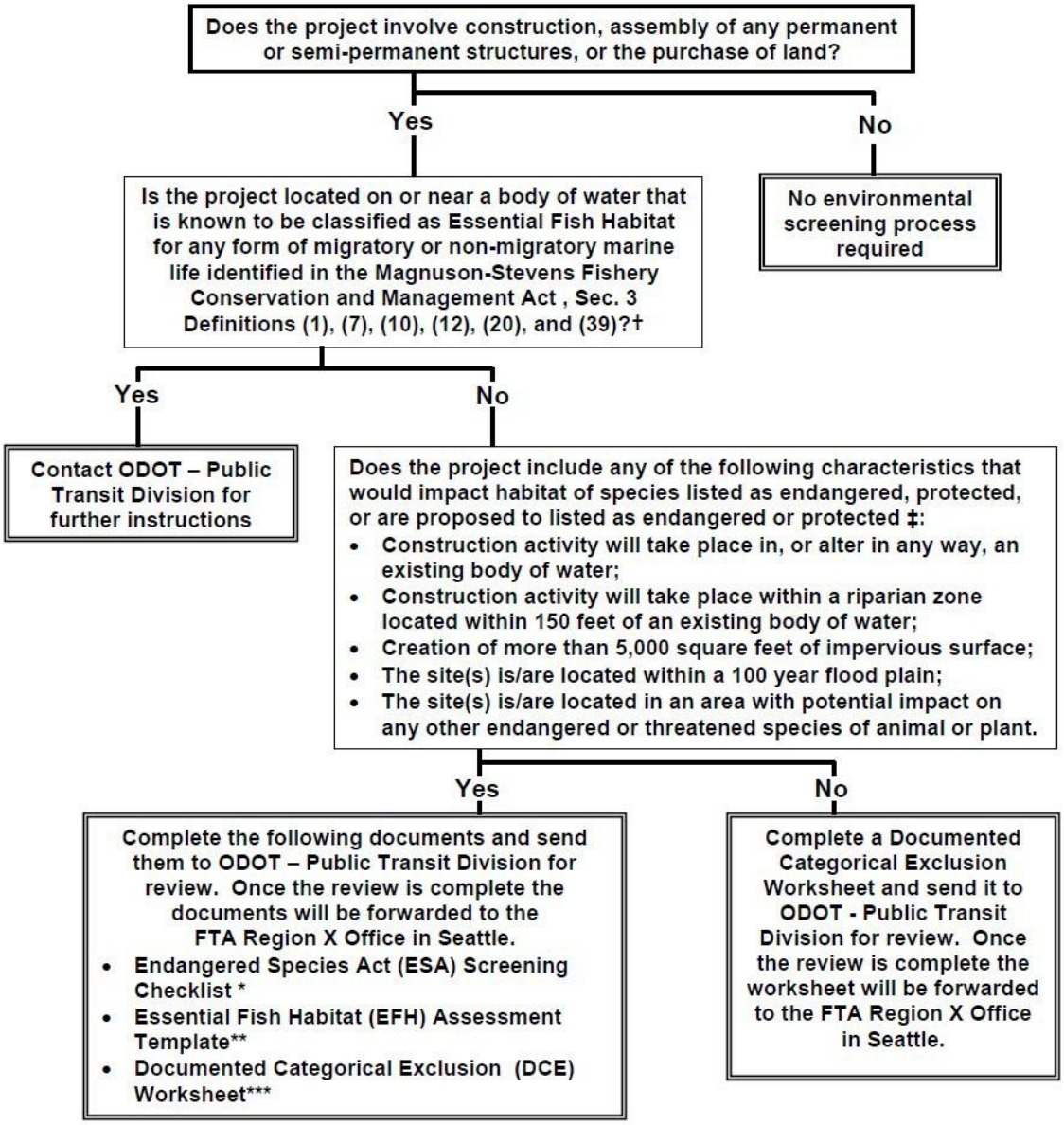
RESTRICTIVE COVENANT HOLDER: _____ ODOT AGREEMENT NUMBER: _____

RECIPIENT AGENCY:_____ADDRESS: _____

CITY: _____STATE, ZIP: _____

SIGNATURE:_____TITLE: _____

Construction Project Environmental Requirements Flow Chart



† Link to Magnuson-Stevens Fishery Conservation and Management Act:
http://www.nmfs.noaa.gov/sfa/magact/MSA_Amended_2007%20.pdf

‡ Link to Endangered and Threatened Species in Oregon List:
http://www.dfw.state.or.us/wildlife/diversity/species/threatened_endangered_candidate_list.asp

* Link to ESA Checklist:
https://www.transit.dot.gov/about/regional-offices/region-10/esa-screening-checklist

** SAFETEA-LU Environmental Provisions and Related Information:
http://www.environment.fhwa.dot.gov/strmlng/es2safetealu.asp

*** Link to DCE Worksheet:
https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/April%20_2016%20DCE_CE_Worksheet.rev_.doc

Excerpt from ADA Accessibility Guidelines (ADAAG)

Link to entire document (with figures/charts):
https://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-ada-standards/background/adaag#4.6

Portion regarding Accessible Areas Associated with Facilities Exteriors:

4.6 Parking and Passenger Loading Zones.

4.6.1 Minimum Number. Parking spaces required to be accessible by 4.1 shall comply with 4.6.2 through 4.6.5. Passenger loading zones required to be accessible by 4.1 shall comply with 4.6.5 and 4.6.6.

4.6.2 Location. Accessible parking spaces serving a particular building shall be located on the shortest accessible route of travel from adjacent parking to an accessible entrance. In parking facilities that do not serve a particular building, accessible parking shall be located on the shortest accessible route of travel to an accessible pedestrian entrance of the parking facility. In buildings with multiple accessible entrances with adjacent parking, accessible parking spaces shall be dispersed and located closest to the accessible entrances.

4.6.3* Parking Spaces. Accessible parking spaces shall be at least 96 in (2440 mm) wide. Parking access aisles shall be part of an accessible route to the building or facility entrance and shall comply with 4.3. Two accessible parking spaces may share a common access aisle (see Fig. 9). Parked vehicle overhangs shall not reduce the clear width of an accessible route. Parking spaces and access aisles shall be level with surface slopes not exceeding 1:50 (2%) in all directions. Appendix Note

4.6.4* Signage. Accessible parking spaces shall be designated as reserved by a sign showing the symbol of accessibility (see 4.30.7). Spaces complying with 4.1.2(5)(b) shall have an additional sign "Van-Accessible" mounted below the symbol of accessibility. Such signs shall be located so they cannot be obscured by a vehicle parked in the space. Appendix Note

4.6.5* Vertical Clearance. Provide minimum vertical clearance of 114 in (2895 mm) at accessible passenger loading zones and along at least one vehicle access route to such areas from site entrance(s) and exit(s). At parking spaces complying with 4.1.2(5)(b), provide minimum vertical clearance of 98 in (2490 mm) at the parking space and along at least one vehicle access route to such spaces from site entrance(s) and exit(s). Appendix Note

4.6.6 Passenger Loading Zones. Passenger loading zones shall provide an access aisle at least 60 in (1525 mm) wide and 20 ft (240 in)(6100 mm) long adjacent and parallel to the vehicle pull-up space (see Fig. 10). If there are curbs between the access aisle and the vehicle pull-up space, then a curb ramp complying with 4.7 shall be provided. Vehicle standing spaces and access aisles shall be level with surface slopes not exceeding 1:50 (2%) in all directions.

4.7 Curb Ramps.

4.7.1 Location. Curb ramps complying with 4.7 shall be provided wherever an accessible route crosses a curb.

4.7.2 Slope. Slopes of curb ramps shall comply with 4.8.2. The slope shall be measured as shown in Fig. 11. Transitions from ramps to walks, gutters, or streets shall be flush and free of abrupt changes. Maximum slopes of adjoining gutters, road surface immediately adjacent to the curb ramp, or accessible route shall not exceed 1:20.

4.7.3 Width. The minimum width of a curb ramp shall be 36 in (915 mm), exclusive of flared sides.

4.7.4 Surface. Surfaces of curb ramps shall comply with 4.5.

4.7.5 Sides of Curb Ramps. If a curb ramp is located where pedestrians must walk across the ramp, or where it is not protected by handrails or guardrails, it shall have flared sides; the maximum slope of the flare shall be 1:10 (see Fig. 12(a)). Curb ramps with returned curbs may be used where pedestrians would not normally walk across the ramp (see Fig. 12(b)).

4.7.6 Built-up Curb Ramps. Built-up curb ramps shall be located so that they do not project into vehicular traffic lanes (see Fig. 13).

4.7.7 Detectable Warnings. A curb ramp shall have a detectable warning complying with 4.29.2. The detectable warning shall extend the full width and depth of the curb ramp.

4.7.8 Obstructions. Curb ramps shall be located or protected to prevent their obstruction by parked vehicles.

4.7.9 Location at Marked Crossings. Curb ramps at marked crossings shall be wholly contained within the markings, excluding any flared sides (see Fig. 15).

4.7.10 Diagonal Curb Ramps. If diagonal (or corner type) curb ramps have returned curbs or other well-defined edges, such edges shall be parallel to the direction of pedestrian flow. The bottom of diagonal curb ramps shall have 48 in (1220 mm) minimum clear space as shown in Fig. 15(c) and (d). If diagonal curb ramps are provided at marked crossings, the 48 in (1220 mm) clear space shall be within the markings (see Fig. 15(c) and (d)). If diagonal curb ramps have flared sides, they shall also have at least a 24 in (610 mm) long segment of straight curb located on each side of the curb ramp and within the marked crossing (see Fig. 15(c)).

4.7.11 Islands. Any raised islands in crossings shall be cut through level with the street or have curb ramps at both sides and a level area at least 48 in (1220 mm) long between the curb ramps in the part of the island intersected by the crossings (see Fig. 15(a) and (b)).

4.8 Ramps.

4.8.1* General. Any part of an accessible route with a slope greater than 1:20 shall be considered a ramp and shall comply with 4.8. Appendix Note

4.8.2* Slope and Rise. The least possible slope shall be used for any ramp. The maximum slope of a ramp in new construction shall be 1:12. The maximum rise for any run shall be 30 in (760 mm) (see Fig. 16). Curb ramps and ramps to be constructed on existing sites or in existing buildings or facilities may have slopes and rises as allowed in 4.1.6(3)(a) if space limitations prohibit the use of a 1:12 slope or less. Appendix Note

4.8.3 Clear Width. The minimum clear width of a ramp shall be 36 in (915 mm).

4.8.4* Landings. Ramps shall have level landings at bottom and top of each ramp and each ramp run. Landings shall have the following features:

(1) The landing shall be at least as wide as the ramp run leading to it.

(2) The landing length shall be a minimum of 60 in (1525 mm) clear.

(3) If ramps change direction at landings, the minimum landing size shall be 60 in by 60 in (1525 mm by 1525 mm).

(4) If a doorway is located at a landing, then the area in front of the doorway shall comply with 4.13.6. Appendix Note

4.8.5* Handrails. If a ramp run has a rise greater than 6 in (150 mm) or a horizontal projection greater than 72 in (1830 mm), then it shall have handrails on both sides. Handrails are not required on curb ramps or adjacent to seating in assembly areas. Handrails shall comply with 4.26 and shall have the following features:

(1) Handrails shall be provided along both sides of ramp segments. The inside handrail on switchback or dogleg ramps shall always be continuous.

(2) If handrails are not continuous, they shall extend at least 12 in (305 mm) beyond the top and bottom of the ramp segment and shall be parallel with the floor or ground surface (see Fig. 17).

(3) The clear space between the handrail and the wall shall be 1 - 1/2 in (38 mm).

(4) Gripping surfaces shall be continuous.

(5) Top of handrail gripping surfaces shall be mounted between 34 in and 38 in (865 mm and 965 mm) above ramp surfaces.

(6) Ends of handrails shall be either rounded or returned smoothly to floor, wall, or post.

(7) Handrails shall not rotate within their fittings. Appendix Note

The following document is available in fillable format. Sample Restrictive Covenant form:

Oregon

John A. Kitzhaber, M.D., Governor

Department of Transportation
Public Transit Division
555 13th Street NE
Salem, OR 97301-6867
Phone: (503) 986-3300
Fax: (503) 986-4189
TTY (800) 735-2900
Web site: www.oregon.gov/odot/pt

Restrictive Covenant

The property identified as:

_____
_____
_____
_____
_____

, is currently deeded to _____ and structures located on said property shall be solely used to support passenger transportation services that primarily benefit persons within _____ County, Oregon. Any change of ownership or change of specified use must be pre-approved by the **Oregon Department of Transportation - Public Transit Division** and shall conform to all applicable requirements associated with the Federal Transit Administration Section 5310 Capital Program, 5311 Nonurbanized Area Formula Program, 5316 Job Access and Reverse Commute Program, and 5317 New Freedom Program.

Notification of any proposed change in ownership or change in specified use shall be provided in writing to the Oregon Department of Transportation - Public Transit Division at least ninety (90) days prior to the desired date of change. Notification shall be sent to: **Oregon Department of Transportation - Public Transit Division, Attention Division Administrator, 555 13th Street NE, Suite 3, Salem, OR 97301-4179.**

_____ _____
Signature of Legal Representative of Date

_____

_____ _____
Print Name of Legal Representative of Title

_____

STATE OF OREGON)
)
County of _____, 20 __)

PERSONALLY APPEARED the above named _____ and acknowledged the foregoing instrument to be his/her voluntary act and deed.

_____
Notary Public for Oregon
My commission expires: _____

Required Documentation for
State Funded Facilities Grants (Structures)

Introduction

Sometimes capital shelters or facilities projects are funded with state discretionary funds in order to lessen the burden for environmental documentation on projects in rural areas of the state. These projects are still complicated and the Division requires permits and site maps to be provided, with applications or before a grant agreement is entered into.

Process

After a facilities project has been awarded and your grant agreement is in place, the following steps must be taken in order to proceed with your project:

1. Notify ODOT Rail and Public Transit Division (RPTD) prior to breaking ground. Submit copies of any local contracts or agreements regarding structure or building placement, easements, etc. to RPTD.
2. A site map showing details of the project must be submitted. This should include a narrative description of the project, such as building size, location, etc., or submit copies of documents required for building permits.
3. A restrictive covenant on the property deed for the portion of the project funded by the grant must be in place prior to breaking ground. Submit copies of any agreements regarding building placement, easements, etc. to RPTD.
4. Once all of the noted documents are submitted, you may proceed with the procurement of the shelters or for construction of a different type of structure.
5. Report progress of the project in your quarterly reports to RPTD. If you have any questions about your grant requirements, contact the Capital Program Manager for assistance.
6. If you document stages of the project with photos, submit copies to RPTD. This will assist in the monitoring of the grant and will provide documentation allowing RPTD to make payments on reimbursement requests.
7. If the project will not be completed within the timeframe of the grant, be sure to request an extension for time at least 45 days before the grant expires. You should receive a notification for this action from RPTD giving you ample time to request an extension. Extension requests should include details on why the extension is needed, progress to date, what remains to be done and a schedule for completion.
8. When the project is complete, submit all requests for reimbursement timely so that the grant can be paid and closed. Photos or a site visit by ODOT RPTD staff will be required prior to final payment.