

Memorandum

*Making Conservation
a California Way of Life*

To: DEPUTY DISTRICT DIRECTORS, DESIGN
DEPUTY DISTRICT DIRECTORS, CONSTRUCTION

Date: September 11, 2020

From: JANICE BENTON 
Chief
Division of Design

RACHEL FALSETTI 
Chief
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Subject: **APPROVAL AND DOCUMENTATION OF CONSTRUCTED NON-APPROVED NON-STANDARD DESIGN FEATURES**

Department guidance requires documentation and approval of decisions to include nonstandard features into a final design prior to completion of that design. In rare instances, nonstandard features are built without prior documentation or approval. Current guidance does not address documentation of decisions to leave in place newly constructed features that do not comply with Highway Design Manual standards. Additional guidance is necessary to ensure that not just contractor and construction contract impacts are considered but that safety, collision history, and other factors are included in the decision to leave nonstandard constructed features in place. The guidance also needs to ensure that these factors and the final decision are documented in a manner similar to the documentation of design standard exceptions prior to construction.

To address the need, a policy decision is updated to require preparation and acceptance of a design standards decision document for nonstandard features constructed but not previously approved. Effective immediately, any constructed non-approved nonstandard design features must be documented and accepted by the delegated authority. The approval and documentation procedures are specified in the Interim Guidance - Documentation and Acceptance of Constructed Non-approved Nonstandard Design Features (see Attachment 1). A template for the Design Standard Decision Document – Constructed Nonstandard Feature is provided for use (see Attachment 2).

The attached interim guidance is effective until the Project Development Procedures Manual and the Construction Manual are updated. For any questions, please contact Antonette Clark, Chief, Office of Standards and Procedures, at <antonette.clark@dot.ca.gov>.

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Attachments:

- Attachment 1 Interim Guidance- Approval and Documentation of Constructed
Non-approved Non-standard Design Features
- Attachment 2 Design Standard Decision Document – Constructed
Nonstandard Feature Template

Reference: Decision Document- Approval and Documentation of
Constructed Non-approved Non-standard Design Features

C:

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