

Instructions

The instructions presented in this document shall be followed by all Third Party Contractors involved with design. This request is used to identify design deviations from the Metra Design Manual. All design elements that are not in compliance with design standards shall be detailed using this form and submitted for approval by Metra staff.

All design variance deviation requests shall be approved prior to implementation into the final design. Metra will use "Approved as submitted", "Approved with changes", or "Request Denied" to respond to all requests. Design deviations that are denied shall be redesigned per Metra's response and the request resubmitted for design approval.

Follow the directions on the subsequent pages for entering data into the Design Variance Deviation Request form.

Notes:

1. The Design Variance Deviation Request is a two (2) page form. Additional sheets may be attached, if necessary, to further describe the design variance, design constraints, etc. Any additional sheets attached to the request shall clearly identify the Project name and Design Variance Number.
2. The general layout of the form has been established by Metra and shall not be altered by the Third Party Contractor.
3. Additional space may be added in each section of the form for entering the information requested, it additional to submitting the supporting documents for the design variance deviation requested.

Instructions

Notes	Description
Note 1	Enter the Design Variance Deviation Request number in sequential order, starting with 1.
Note 2	Enter the Revision # for Design Variance being reviewed.
Note 3	Enter the Project number or PPN (Project Package Number applies to Capital Delivery Projects).
Note 4	Enter the Project name.
Note 5	Enter the Name and Title of the Requestor
Note 6	Enter the name of the TPC firm from which the request is being submitted.
Note 7	Enter the discipline area of design in which the design variance is being requested. Examples could include track geometry, track appurtenances, clearances, etc.
Note 8	Enter the date the request was submitted to Metra.
Note 9	Enter the date the request was received by Metra.
Note 10	Enter the date the request was returned to the submitter by Metra with the Reviewer's Response included.
Note 11	Enter the date that a response is due by the submitter, accepting or responding to the Reviewer's Response.
Note 12	Enter the status of the request. Prior to review, the status will be "open". During review, the status will be "pending." The Metra reviewer will determine a status of "approved" or "rejected."
Note 13	Enter a brief description of the design variance being requested.
Note 14	Cite the section from the design manual from which the proposed design is deviating.
Note 15	From the above referenced section, describe the design criteria that is not being met with the proposed design.
Note 16	Provide an explanation/description of the conditions or constraints for why the design standard cannot be attained.
Note 17	Discuss the proposed design which includes the alternate solutions not meeting the design criteria. Discuss the justification for the values or conditions being proposed.
Note 18	Discuss all alternate designs that were considered or proposed in order to better accommodate the design standard. If relevant, discuss the impacts of the alternate designs and why they were not selected as the proposed design.
Note 19	Describe any safety impacts that the design deviation introduces. Discuss any mitigation strategies that are being proposed to address the safety impacts.
Note 20	Describe any cost impacts that the design deviation introduces. Discuss any mitigation strategies that are being proposed to address or reduce the cost impacts.
Note 21	Describe any scheduling impacts that the design deviation introduces. Discuss any mitigation strategies that are being proposed to address the schedule impacts.
Note 22	Describe any constructability impacts that the design deviation introduces. Discuss any mitigation strategies that are being proposed to address or avoid the construction impacts.
Note 23	Include a list of all supporting documents that detail, support, and clarify the design deviation being requested. The list should be supplemented by separate attachments which are submitted along with the design variance deviation request.



Notes	Description
Note 24	General Notes: Any additional information to detail the design deviation request that was not included in previous sections of the form should be noted here.
Note 25	The Metra reviewer will fill out this section with their response.
Note 26	The Metra reviewer will add any comments in this section which support the response entered in Note 25.
Note 27	The name of the Metra reviewer will be clearly printed in this field.
Note 28	The Title and Firm of the reviewer will be entered in this field.
Note 29	The signature of the reviewer will be entered in this field.
Note 30	The date will be entered in this field

INSTRUCTIONS



Design Variance Deviation Request Form

DVDR#:	<u>Note 1</u>	Revision #:	<u>Note 2</u>
Project# / PPN#:	<u>Note 3</u>	Date Submitted:	<u>Note 8</u>
Project Name:	<u>Note 4</u>	Date Received:	<u>Note 9</u>
Requestor / Title:	<u>Note 5</u>	Date Returned:	<u>Note 10</u>
TPC Firm Name:	<u>Note 6</u>	Response Due:	<u>Note 11</u>
Discipline(s):	<u>Note 7</u>	Status:	<u>Note 12</u>

Description of Design Variance being requested:
<u>Note 13</u>

A. Deviating Form:
<u>Note 14</u>

B. Describe the existing policy/value that is not being met:
<u>Note 15</u>

C. Explain the reasons for not attaining standards(s):
<u>Note 16</u>

D. Summarize the proposed alternate design(s):
<u>Note 17</u>

E. What other alternatives were considered?
<u>Note 18</u>

F. Design deviation impact and mitigation strategies:	
a. Describe the impacts of the design deviation on safety and any applicable mitigation strategies:	<u>Note 19</u>
b. Describe the impacts of the design deviation on cost and any applicable mitigation strategies:	<u>Note 20</u>

F. Design deviation impact and mitigation strategies:	
c. Describe the impacts of the design deviation on schedule and any applicable mitigation strategies:	Note 21
d. Describe the impacts of the design deviation on future construction and any applicable mitigation strategies:	Note 22

Supporting Documents
Attach and list all supporting documents: Note 23

General Notes
Input any additional relevant information: Note 24

Reviewer Response Note 25		
<input type="checkbox"/> Approved as submitted	<input type="checkbox"/> Approved with Changes	<input type="checkbox"/> Request Denied
Comments: Note 26		

Note 27

Reviewer's Name

Note 28

Reviewer's Title / Firm Name

Note 29

Reviewer's Signature

Note 30

Date