1.0 SCOPE

EDR-7 is a requirement that outlines the procedure all RTD project design engineers and project teams must follow to request, review, approve, deny, track, and file deviations to RTD criteria for all projects throughout the RTD system including: BRT; CRT; LRT; park-n-Rides; and Maintenance Facilities. It also applies to design options already integrated into RTD design criteria manuals that require RTD approval. Any deviation, discrepancy, or unusual solution must be approved by RTD in writing, in accordance with this EDR-7 procedure, before it can be included in the design.

2.0 PURPOSE & NEED

During the design phase of a project, there may be specific instances in which the Design Engineer needs to deviate from accepted RTD criteria in order to develop a solution to a particular design problem. There are many steps and RTD staff members involved in the Variance process, so it is important to ensure all Variance requests are processed in the same way. It is important that all staff involved in Variance requests understand how this process works. At the end of each project all project Variances (approved and denied) are merged into a system-wide MASTER Variance tracking Log for future record. When this process is properly followed, RTD staff members can obtain Variance information for any part of the RTD system when needed.

3.0 STAFF RESPONSIBILITIES

STAFF	**RESPONSIBILITIES FOR EDR-7**
RTD Project Teams	Evaluate potential design solutions thoroughly to minimize the need for Variance requests. Follow EDR-7 procedure to request Variances.
RTD Project Managers	Enforce EDR-7
RTD Non-Engineering Staff	Follow & Enforce EDR-7 Safety Committee performs Level 4 Variance Request Review
Administrative Staff	Assist in posting final Design Variance Request Packages to the appropriate location
Contractors / Consultants	Adheres to the regulations in EDR-7 May act as Variance Coordinator

4.0 VARIANCE DETAILS

4.1 General

Deviations may be made within the framework of accepted RTD design criteria to meet the requirements of a particular design problem. However, any deviation, discrepancy, or unusual solution must be approved by RTD in writing before it can be included in the design. It is the responsibility of the Design Engineer to identify, explain and justify any deviation from the established criteria and to secure the necessary approvals from RTD.

Design variance requests can be submitted from an external source (Contracted Consultant Designer, Utility Owner, etc.) or from an internal source (RTD engineer or other staff member).

There are four levels of RTD review for design variance requests:

- Level 1 review = Manager Civil Engineering, Manager Facilities Engineering, or Manager Technical Services
- Level 2 review = Manager, Engineering Design
- Level 3 review = RTD Senior Manager of Engineering / Chief Engineer
- Level 4 review = RTD Safety Committee.

All variance requests will require a Level 1, Level 2, and Level 3 review. However, not all variance requests will require a Level 4 review. Minor variance requests, such as those options already in the criteria manual that require RTD approval, or designs that meet an absolute minimum requirement but do not meet a desired minimum requirement, or design issues that do not impact safety, operations, or maintenance of RTD facilities may only require Level 3 sign-off. The Design Engineer may suggest the type of variance they are submitting (Level 3 or Level 4). However, the Senior Manager of Engineering / Chief Engineer will make the ultimate determination if a request needs Level 4 Approval.

The RTD Manager Civil Engineering, Manager Facilities Engineering, or Manager Technical Services shall coordinate the review process. They will be responsible for obtaining and adding any missing information needed to complete the Design Variance Review Package and for guiding that variance request through the required review process and obtaining sign-off, comments, and recommendations at each level of review.

Communication is the key component to making this process efficient. When designs are done by outside Consultants, RTD shall work with the Design Engineer to establish early lists of potential variance requests and to understand the need for each potential variance. When necessary, information should be shared with RTD Safety, Operations and Maintenance departments to ensure initial buy-in of an idea or concept before too much time is invested.

Note: The review and approval of a variance should consider the impact of the variance on the overall system. Such impacts could include compatibility, systems integration, safety, reliability, constructability, maintainability, life cycle costs, and other factors.

All variance requests shall use the appropriate variance forms and be tracked in the appropriate RTD Variance Log.

The timeline to complete the RTD variance review process will depend on the complexity of the matter, and the completeness and quality of information presented. The process by which the Safety Committee will consider variances is in development.

Note: If a design does not meet the criteria of a city or entity other than RTD, the designer must obtain a variance from that entity. RTD does not need to review or approve a variance request for deviations to non-RTD criteria, but RTD will require written proof that this variance was issued by the governing entity.

4.2 Design Engineer Evaluation of Potential Solutions

The Design Engineer should first identify the particular RTD criterion that is in conflict with their design needs and evaluate potential solutions to the problem. Throughout the evaluation process, the Design Engineer shall keep RTD informed of the potential need for a variance to the criteria and begin discussing the design challenge with all potentially impacted disciplines. If no solution can be achieved that will meet RTD requirements, the Design Engineer shall document all solutions that were proposed and the grounds for why they were deemed to be inappropriate or unreasonable. If the criteria can be achieved, but there are potential benefits that may be received by varying from the criteria, those reasons shall be documented as well.

4.3 Design Engineer Preparation of Variance Request Package

A Design variance request may be originated by the Design Engineer, a Utility Owner, an RTD engineer, other RTD staff, or other entity effecting design. For a variance request to be considered, a Design Variance Request Package must be submitted to RTD:

A. Notify the RTD Engineering Project Manager that a request for a variance to RTD design criteria is being prepared.

B. Complete the 1st page of the "Request for Design Variance" form (Form 7-1) and compile a request package that addresses the following key elements:
   - Design Engineer contact information;
   - Date submitted and desired response date;
   - Indicate, by making **bold** and underlining, whether it is an 'External' variance (submitted by a consulting team) or 'Internal' variance (submitted by RTD staff);
   - Indicate, by making **bold** and underlining, your suggestion if you think the variance will be a 'Level 3' or 'Level 4' variance, this can be changed by the RTD Senior Manager of Engineering / Chief Engineer;
   - The effected project location(s) including closest street name and RTD STA;
   - A brief description of the change/modification;
   - The reason for the change/modification (list specific RTD criteria manuals and sections not met), explaining why other solutions did not work;
   - Cost savings or loss;
   - Schedule savings or loss;
   - The technical discipline(s) that will or may be impacted by the variance with an explanation of the impacts the variance may have on the project and/or the discipline;
   - The potential advantages and disadvantages of the variance (don't forget to list resources required to implement the change – material, engineering and development, etc.).

C. Attach supporting documentation (Calculations, Drawings, Reports, Research, Letters, etc.). Supporting exhibits will help greatly to speed up review time.

D. Finally the Design Engineer shall deliver the Design Variance Request Package to the RTD Manager Civil Engineering, Manager Facilities Engineering, or Manager Technical Services for the project, as appropriate, who will act as the RTD Variance Coordinator for that Design Variance Request Package and guide it through the RTD review process. Although, not typical, the Manager, Engineering Design can also act as the RTD Variance Coordinator.

Note: Variance Coordinators may be asked to help start and/or complete the Variance Request form and assemble the supporting information.

4.4 Level 1 – RTD Engineering Staff Review

During the Level 1 review process, every proposed design variance will be subjected to a technical review by each engineering discipline at RTD (must be by an RTD employee) in accordance with the following procedure:

A. The RTD Variance Coordinator will log the proposed design variance information onto the 'Design Variance Log' (Form 7-3) and will file the required information in the next available 'Counter #' row, making sure to record which 'Counter #' was used on the top right corner of the 'Request for Design Variance' form (Form 7-1) in the space provided.

B. After completing the Design Variance Log, the RTD Variance Coordinator shall circulate the Design Variance Request Package to the appropriate RTD Engineering Staff for review. Each Project will have its own recommended Project generated RTD Engineering Staff Reviewer List. The Variance Coordinator should make certain to obtain the List from the Manager, Engineering Design. The Variance Coordinator shall meet with each RTD Engineering Staff member assigned as a reviewer to explain the purpose of the variance and discuss the advantages and disadvantages of approving it. If schedule is tight, a meeting can also be used to achieve this effort, so explanations and discussions only need to occur once.

C. After reviewing the variance package, each RTD Engineering Reviewer will 'check' off that they reviewed the variance for relevance to their discipline, on the 2nd page of the 'Request for Design Variance' form (Form 7-1). Each reviewer must 'check' the box showing they reviewed the variance regardless of whether they support the variance or not.

D. Occasionally the Variance will need to be routed to RTD Operations, RTD Maintenance, RTD Facilities, or another non-typical department to review the Variance request for other RTD concerns. In this case the 'Other' Box will be used.

E. If the RTD Engineering Reviewer approves it, they will need to 'initial' approval of the variance.

F. If the RTD Engineering Reviewer (or other RTD staff that reviews it) has an issue with the request (supporting or rejecting the variance), they will circle their discipline heading (or the 'other' heading), write 'see attached', and fill out their concerns on the 'Technical Impact Assessment' form (Form 7-2), and add it to the Design Variance Request Package before passing it back to the RTD Variance Coordinator. A Level 1 rejection does not 'Deny' the variance request. However, it is important to record disagreements as well as support for design variances. Engineers reviewing the variance requests are required to attach their input on the appropriate variance form (see section 6.0 Attachments).

G. If there are any outstanding technical or other issues that need to be resolved or if the Design Variance Request Package is missing information or key data, the RTD Engineering Reviewer can either request this information and postpone their review until the information is provided, or can make a 'conditional' decision to approve or reject the variance. For example, if a design variance would be acceptable as long as the designer meets a list of conditions, the list of conditions shall be written on the 'Technical Impact Assessment' form (Form 7-2) and the variance would be 'Approved'.

H. After completing the review and adding any necessary input, the RTD Engineering Reviewer shall return the Design Variance Request Package back to the RTD Variance Coordinator so they may continue circulating the variance for review.

I. After all RTD Engineering Reviewers have reviewed the variance, the RTD Variance Coordinator must recommend whether the variance request is:

- Mandatory (there are no other realistic options for design),
- Highly Desirable (there may be other design options, but this is best choice),
- Acceptable (this is one of the design options that works),
- Conditional Approval (variance is accepted as long as the terms and/or specific requirements listed in the Level 1 – 'Engineering Discipline Lead Recommendation' section on page 2 of the 'Request for Design Variance' form (Form 7-1) are agreed to and met by the designer prior to construction),
- Partial Approval (part of the variance request should be approved and part of the variance should be rejected),
- Reject (the design variance requested is faulty or no good).

Remember, a variance cannot be 'Denied' at a Level 1 review, it can only be recommended for 'rejection'.

J. Next the RTD Variance Coordinator will summarize impacts and concerns that arise from the discipline review, coordinate with the project's engineering design staff to resolve any outstanding issues, conditions, add final comments (including rebuttal to any discipline recommendations for rejection), and will note any outstanding issues that cannot be resolved before proceeding. If the RTD Variance Coordinator recommends a Partial Approval, the recommendation needs to define which part(s) should be approved and which should be rejected and explain why.

K. The RTD Variance Coordinator may want to hold onto a Variance Package until Outstanding issues or Conditional requirements are met before continuing with the review process. If this is not possible, the RTD Variance Package may continue the review process with the caveat that any Conditional Approval will make the Conditions listed on the 'Request for Design Variance' form (Form 7-1) and any associated 'Technical Impact Assessment' forms (Form 7-2) part of the Contract Requirements for that project. The Contractor will be required to provide proof to the Project Manager that the Variance Conditions have been met if the Variance is applied to the project design and construction. Ultimately such design conditions and variances must be shown on Project As-Builts and noted as 'per Variance #__'.

L. Finally, the RTD Variance Coordinator will scan the Design Variance Request Package to the appropriate project location and submit the original copy of the Design Variance Request Package to the appropriate RTD Engineering Manager for Level 2 review.

4.5 Level 2 – RTD Manager, Engineering Design Review

The Level 2 design variance review is performed by RTD Engineering Managers. . Level 2 reviews are performed in accordance with the following procedures:

A. The Manager, Engineering Design will review the Level 1 summary documentation an determine if the staff level recommendation is acceptable.

B. The Manager, Engineering Design will document their concerns and comments in the 'Comments' area in the Level 2 section on the 2nd page of the 'Request for Design Variance' form (Form 7-1).

C. If the recommendation is acceptable and there are no outstanding issues, the Manager, Engineering Design shall check the 'Approved' box and sign and date the designated Level 2 section on the 2nd page of the 'Request for Design Variance' form (Form 7-1).

D. If the Manager Engineering Design does not approve the variance request, they shall check the 'Denied' box and sign and date the designated Level 2 section on the 2nd page of the 'Request for Design Variance' form (Form 7-1). Similar to a Level 1 review, a Level 2 denial does not 'Deny' the variance request. It acts as a recommendation to the Level 3 & Level 4 reviewers.

E. If there are any outstanding technical or other issues that need to be resolved or missing information or key data, the Manager, Engineering Design shall either return the variance package to the Variance Coordinator who will coordinate the necessary action items until a resolution can be met, or can pass the variance onto then next level of review with the pending issues noted. Depending on the type and significance of the missing information, a variance may advance through the highest level of review and gain Conditional Approval.

F. The Manager, Engineering Design can change the Level 3 or Level 4 selection on the 1st page of the 'Request for Design Variance' form (Form 7-1) if necessary.
G. The Manager, Engineering Design will then submit the variance package to the Senior Manager of Engineering / Chief Engineer for Level 3 Review.

4.6 Level 3 – RTD Senior Manager of Engineering / Chief Engineer

The Level 3 review is performed by the RTD Senior Manager of Engineering / Chief Engineer, and in accordance with the following procedures:

A. The Senior Manager of Engineering / Chief Engineer will review the Level 1 summary documentation and any Level 2 comments and will determine if the recommendations are acceptable.
B. The Senior Manager of Engineering / Chief Engineer will document their concerns and comments in the 'Comments' area in the Level 2 section on the 2nd page of the 'Request for Design Variance' form (Form 7-1).
C. If the recommendation is acceptable and there are no outstanding issues, the Senior Manager of Engineering / Chief Engineer shall check the 'Approved' box and sign and date the designated Level 3 section on the 2nd page of the 'Request for Design Variance' form (Form 7-1).
D. If the Senior Manager of Engineering / Chief Engineer does not approve the variance request, they shall check the 'Denied' box, write their concerns in the Comments area, and sign and date the designated Level 3 section on the 2nd page of the 'Request for Design Variance' form (Form 7-1).
E. Unlike the previous Levels of review, a Level 3 denial does 'Deny' the variance request. If this occurs, the 'Denied' variance is sent to the Variance Coordinator to record the result in the Variance Log and to return it to the Design Engineer to inform them that they must either re-design to the RTD criteria or re-evaluate a new variance idea.
F. If there are any outstanding technical or other issues that need to be resolved or missing information or key data, the Senior Manager of Engineering / Chief Engineer shall either return the Design Variance Request Package to the Variance Coordinator who will pursue the necessary action items until a resolution can be met, or can pass the variance onto then next level of review with the pending issues noted. Depending on the type and significance of the missing information, a variance may advance through the highest level of review and gain Conditional Approval.
G. The Senior Manager of Engineering / Chief Engineer can also make final determination if a Level 4 review is needed (includes input from other departments such as Safety, Security, or Operations and Maintenance) and can change the selection on the 1st page of the 'Request for Design Variance' form (Form 7-1) if necessary.

H. The Senior Manager of Engineering / Chief Engineer will then return the Design Variance Request Package to the Variance Coordinator.
I. If the variance is allowed to stop at a Level 3 review, the Variance Coordinator will complete the Variance Log with the concluding 'Approved' or 'Denied' result and will proceed with finalizing the variance process (see 5.8 below).
J. If a Level 4 review is required, the Variance Coordinator shall scan the Level 3 signed Design Variance Request Package and replace/update the copy located in the appropriate project location and send the original signed copy of the Design Variance Request Package to the Safety Committee Chairperson for Level 4 review and signature (see 5.7 below).

4.7 Level 4 – RTD Safety Committee

The Level 4 review is performed by the RTD Safety Committee, which is a group containing RTD departments such as safety, operations, and maintenance. The Safety Committee review is performed in accordance with the following procedures:

A. If a variance request requires a Level 4 review, the Assistant General Manager of Capital Programs or their designee will make the review request, and provide the relevant documentation.
B. The Safety Committee will make a final determination to either 'Approve' or 'Deny' the variance request.
C. The Safety Committee Chairperson shall sign on behalf of the Committee in the Level 4 section of the 2nd page of the original copy of the 'Request for Design Variance' form (Form 7-1).
D. If the variance is denied by the Safety Committee, the Chairperson shall write the reason for the rejection in the 'Comments' area in the Level 4 section on the 2nd page of the 'Request for Design Variance' form (Form 7-1).

4.8 RTD Finalizing the Request for Variance

Once a Design Variance Request Package has completed the review process, the following shall be performed:

A. The Variance Coordinator shall be responsible for ensuring that the final Design Variance Request Package with all necessary signatures and attached supporting documentation has been scanned and placed in the appropriate project location on the local RTD network drive. The Variance Coordinator shall work with Engineering Administrative Support to make sure the final Design Variance Request Package has been filed in the appropriate official project filing system. Then the Variance Coordinator will notify all affected parties.
B. The Design Engineer shall proceed with design as directed.

C. Approved and Denied Variances shall be formally transmitted to the consultant or contractor.

D. Important Note: Each Project Team shall maintain their own individual project Variance Logs and Variance Packages, and shall make these available for filing on the agency system.

4.9 Versioning Variances and Graveyard Variances

Versioning Variances occurs when, during the Variance Request review process and after Level 1 review and sometimes after Level 2 review, new information is learned, or new engineering direction is decided upon that changes the design information for the Variance Request. Variance Requests that undergo changes during the review process and are still needed shall be Versioned by the Variance Coordinator together with the Level 1 Engineering Discipline Lead, who shall:

- Take the original 'Request for Design Variance' form (Form 7-1) and append the Variance Request # at the top of both pages 1 & 2 with the letter 'A' in red.
- Create a second 'Request for Design Variance' form (Form 7-1) with the exact same Variance Request # at the top of both pages 1 & 2 but append the # with a 'B' in red. The 'B' will indicate that there was a previous version.
- Fill out "Request for Design Variance" form (Form 7-1) 'B' with the new information on the 1st page. Next under 'Level 1 – Engineering Discipline Lead Recommendations, Final Comments' on the 2nd page indicate if the situation became better or worse with the changes, explain why, and indicate if Level 1 review was re-done or not.
- If the change worsens the situation, write (a diagonal dated watermark) 'SUPERSEDED month/day/year)' in red across both pages 1 & 2 of the Original Variance Request form 'A', attach it behind the new Variance Request form 'B', and resubmit for Level 1 review.
- If the change improves the situation, write (a diagonal dated watermark) 'SUPERSEDED month/day/year)' in red across page 1 only, page 2, attach it behind the new Variance Request form B, and procedure to Level 2 review. Level 1 review does not need to be repeated if Level 1 reviewers recommended approval of the Variance Request under worse conditions that now have improved. If some Level 1 reviewers recommend rejecting the Variance Request, then it is recommended the new Variance Request is re-submitted to those Level 1 reviewers with the improved situation.
- Update the Variance Log entry to explain the change. Do not change the Variance Counter #. Do not add the 'A' or 'B' to the Variance Request # on the Log but indicate in the Comment column that this is a Versioned Variance and why.

Versioned Variances (including 'A' and 'B' forms and all supporting documentation) shall then be submitted for Level 2 review or re-submitted for Level 2 review regardless of the nature of the change.

Graveyard Variances are approved or denied Variance Requests that have partially or fully completed the review process but changes to project design make the Variance # longer necessary. If this occurs, the Variance Coordinator shall:

- Rename the scanned Variance Package file to read '*ProjectAcronym* GraveyardVariance – *Discipline* – *VarianceRequest#* – *Brief Descriptor* – *Date*' (for example 'NM GraveyardVariance – Track – NML3-0001 – SpiralLengths – 031510'),
- Move the scanned Graveyard Variance packages to the Graveyard Variance sub-folder in the project Variance parent folder on the network drive,
- Add 'Graveyard Variance' with a brief description of why the Variance is no longer needed in the comments column on the Design Variance Log.

These shall be kept for future reference and in the case the design requires changing back to an earlier design, or another location requires a similar Variance Request.

<u>Important Notes Regarding Variance Request Numbers and Counter Numbers</u>

1. Versioned Variances shall maintain their original Variance Request #'s. They are NOT to be changed, unless the new information changes the Variance from a L3 to a L4 or vise-versa in which case the new Variance Request # shall be the next available.
2. Letter appended Variance Request #'s shall only be used for Versioning Variances and shall not be used for any other reason.
3. Graveyard Variances shall maintain their Variance Request #'s (they shall not be re-assigned).
4. Counter #'s shall not be changed for Versioned Variances nor for Graveyard Variances.

5.0 REFERENCES

A. RTD Light Rail Design Criteria
B. RTD Commuter Rail Design Criteria as updated for Eagle, North Metro, and Northwest Rail
C. RTD Bus Transit Facility Design Guidelines
D. RTD Bus Infrastructure Standard Drawings
RTD Rail Standard Drawings

6.0 ATTACHMENTS

Form 7-1: Request for Design Variance
Form 7-1a: Request for Design Variance (continuation sheet)
Form 7-2: Technical Impact Assessment
Form 7-3: Design Variance Log

7.0 APPROVAL

Approved By:	Signature	Date
Paul von Fay Manager, Engineering Design	Von Fay, Paul - 18022 Digitally signed by Von Fay, Paul - 18022 DN: E=Paul.VonFay@RTD-Denver.com, CN="Von Fay, Paul - 18022", OU=Salaried Accounts, OU=RTD Users, DC=rtd-denver, DC=com Date: 2022.02.14 08:05:39-07'00'	
Jyotsna Vishwakarma Senior Manager Engineering / Chief Engineer	Jyotsna Vishwakarma Digitally signed by Jyotsna Vishwakarma DN: C=US, E=Jyotsna.Vishwakarma@RTD-Denver.com, O=RTD, OU=Engineering Division, CN=Jyotsna Vishwakarma Date: 2022.02.14 08:31:12-07'00'	

8.0REVISION RECORD

Revision Level	Revision Date	Summary	Approval Date
0	10/12/07	Initial Baseline Issue	10-16-07
1	2/21/13	Update Staff Titles and Clarify which Staff is allowed to Perform Level Reviews added requested clarifications	2-22-13
2	2/21/13	New Chapter Title, Changes to Chapter Format, Updated RTD Logo, Further Clarifications, Procedure for Conditional Approvals, Procedure for Versioning Variances and Graveyard Variances, Maintenance of MASTER Variance Log	
3	2/12/22	Updated RTD logo, Changed reference to Executive Safety and Security Committee, Approval authority, Made document control generic, reduced reference document list	02-12-22

REQUEST FOR DESIGN VARIANCE

VARIANCE REQUEST NO: _____

RTD PROJECT: _____ RTD STAFF ASSIGNED: _____EXT:_____
DESIGN ENGINEER: _____ CONTACT PHONE NUMBER: _____
DATE SUBMITTED: _____ DESIRED RESPONSE DATE: _____

SELECT VARIANCE SOURCE & REQUIRED LEVEL OF REVIEW: [MAKE **BOLD** & UNDERLINE]

☐ EXTERNAL ☐ INTERNAL ☐ LEVEL 3 VARIANCE ☐ LEVEL 4 VARIANCE

LOCATION(S): [LIST STREET NAME (PROJECT STATIONING)]

_____
_____
_____

DESCRIPTION OF VARIANCE: [ATTACH SUPPORT DATA SUCH AS REPORTS, CALCULATIONS, AND DRAWINGS]

_____
_____
_____
_____
_____
_____
_____

REASON FOR VARIANCE: [LIST DESIGN CRITERIA THAT IS NOT BEING MET OR OTHER FACTORS]

_____
_____
_____
_____

IMPACTS TO PROJECT - DESIGN AND CONSTRUCTION: [MAKE **BOLD** & UNDERLINE ALL THAT APPLY]

COST SAVINGS, COST AVOIDANCE, OR COST INCREASE: $_____
SCHEDULE SAVINGS OR INCREASE: _____

☐ SAFETY ☐ OPERATIONS ☐ MAINTENANCE ☐ ENGINEERING DISCIPLINE:_____

EXPLAIN:_____
_____
_____

VARIANCE
ADVANTAGES:_____
_____
_____

VARIANCE
DISADVANTAGES:_____
_____
_____

REQUEST FOR DESIGN VARIANCE

VARIANCE REQUEST NO: _____

TECHNICAL DISCIPLINES: [CHECK BOX AFTER REVIEW, THEN INITIAL APPROVAL **OR** CIRCLE REJECTION]

☐ ARCHITECTURAL ☐ CIVIL ☐ ENVIRONMENTAL ☐ STRUCTURAL ☐ TRACK
☐ LANDSCAPE ARCH. ☐ DRAINAGE ☐ PARK-N-RIDES ☐ SYSTEMS ☐ UTILITIES
☐ OTHER:_____

SEE TECHNICAL IMPACT ASSESSMENT FORM (FORM 7-2) FOR ANY DISCIPLINE REJECTIONS OR COMMENTS

LEVEL 1 - ENGINEERING RECOMMENDATION: [CHECK BOX AND INITIAL RECOMMENDATION]

☐ MANDATORY ☐ HIGHLY DESIRABLE ☐ ACCEPTABLE
☐ CONDITIONAL APPROVAL ☐ PARTIAL APPROVAL ☐ REJECT

CONCERNS, CONDITIONAL APPROVAL TERMS, EXPLANATION OF PARTIAL APPROVAL, FINAL COMMENTS:

_____
_____
_____
_____

OUTSTANDING/PENDING ISSUES:

_____
_____
_____

_____ _____ _____
PRINT NAME SIGNATURE DATE

LEVEL 2 - RTD MANAGER, ENGINEERING DESIGN: ☐ APPROVED ☐ DENIED
COMMENTS: _____
_____

_____ _____ _____
PRINT NAME SIGNATURE DATE

LEVEL 3 – RTD SENIOR MANAGER OF ENGINEERING: ☐ APPROVED ☐ DENIED
COMMENTS: _____
_____
_____

_____ _____ _____
PRINT NAME SIGNATURE DATE

LEVEL 4 –SAFETY COMMITTEE CHAIRPERSON: ☐ APPROVED ☐ DENIED
COMMENTS: _____
_____
_____

_____ _____ _____
PRINT NAME SIGNATURE DATE

(If additional space is required, use Continuation Sheet, Form 7-1a)

REQUEST FOR DESIGN VARIANCE

VARIANCE REQUEST NO: _____

RTD PROJECT: _____

DESIGN ENGINEER: _____ CONTACT PHONE NUMBER: _____

DATE SUBMITTED: _____ DESIRED RESPONSE DATE: _____

SIGNATORIES FOR EACH IMPACTED DISCIPLINE WITH ANY COMMENTS

TECHNICAL IMPACT ASSESSMENT

VARIANCE REQUEST NO: _____

RTD PROJECT: _____ ASSESSMENT DUE: _____

DESCRIPTION OF VARIANCE:

_____

_____

_____

LOCATION(S): STA + MP _____ STREET _____

TECHNICAL DISCIPLINE BEING REVIEWED:

☐ ARCHITECTURAL ☐ CIVIL ☐ ENVIRONMENTAL ☐ STRUCTURAL ☐ TRACK
☐ LANDSCAPE ARCH. ☐ DRAINAGE ☐ PARK-N-RIDES ☐ SYSTEMS ☐ UTILITIES
☐ OTHER:_____

DEFINE IMPACTS TO THIS DISCIPLINE: _____

_____

_____

_____

_____

_____

_____

DOES THIS VARIANCE VIOLATE ANY FEDERAL, STATE, OR LOCAL LAWS? ☐ NO ☐ YES

IF YES, EXPLAIN: _____

_____

_____

OTHER CONCERNS WITH THIS VARIANCE REQUEST: _____

_____

_____

RECOMMENDATION: ☐ MANDATORY ☐ HIGHLY DESIRABLE ☐ ACCEPTABLE ☐ REJECT

LEVEL 1 – ENGINEERING STAFF:

REVIEWER: _____ _____ _____
PRINT NAME SIGNATURE DATE