

Attachment 1

Acceptance and Documentation of Constructed Non-approved Nonstandard Design Features Interim Guidance

As part of the pre-construction meeting with Design at the start of a project, resident engineers should familiarize themselves with the project's design including any nonstandard features as documented in a project Design Standards Decision Document (DSDD).

A resident engineer discovering a nonstandard feature shall bring that feature to the attention of the Project Engineer. One of three scenarios can result:

- If the nonstandard feature is part of the plans, the project engineer is to document the nonstandard feature and obtain the appropriate approvals.
- If the nonstandard feature is to be incorporated into the project through a Contract Change Order, the resident engineer shall work with the project engineer and other necessary functional units to document and obtain appropriate approvals prior to construction of that nonstandard feature (see Construction Manual, 5-312A, Engineering Analysis).
- If the nonstandard feature is discovered after it has been constructed, the resident engineer shall work with the project engineer, Construction Management, and functional units to either correct the nonstandard feature or document the nonstandard feature. Acceptance of leaving the nonstandard feature in place must be obtained from the appropriate delegated Design authority. Documentation should follow the Design Standards Decision Document – Constructed Nonstandard Features (DSDD-CN) template.

Nonstandard features discovered on permit projects shall have the nonstandard feature corrected or a DSDD-CNF prepared and accepted by the Caltrans delegated Design authority as a condition of acceptance of the permit work.

For oversight projects administered by local agencies, the administering entity's resident engineer and project engineer shall prepare the DSDD-CNF and coordinate with the Caltrans oversight engineer to obtain acceptance for leaving the feature in place if correction is not reasonable.