

PROJECT ASSESSMENT
PROCEDURE BULLETIN

BULLETIN 96-002

REVISED 04/30/10

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ATTACHMENT 2 PAGES

HEADING: AASHTO

SUBJECT: DESIGN EXCEPTION APPROVAL AND DISTRIBUTION

Design Exceptions are required as outlined in the ***ADOT Design Exception/Design Variance Process Guide*** and are prepared as outlined in the ***ADOT Guide for Review of the AASHTO Controlling Design Criteria on Existing ADOT Roadways***. The approval and distribution of AASHTO Design Exceptions will be as outlined below:

APPROVAL OF DESIGN EXCEPTIONS:

Projects on the National Highway System (NHS)

1. Concurrence of Exception Memorandum by Roadway Group Manager
2. Approval by FHWA

Projects not on the NHS that require Design Exceptions*

1. Without Bridge Design Exceptions - Approval by Roadway Group Manager
2. With Bridge Design Exceptions - Concurrence by Bridge Group Manager and Approval by Roadway Group Manager

*Note – projects not on the NHS will only require ADOT RDG Design Exceptions per the Design Exception/Design Variance Process Guide.

DISTRIBUTION OF APPROVED DESIGN EXCEPTIONS:

Projects on the NHS

After receiving a copy of the approval letter from FHWA the entire Design Exception package (FHWA Approval Letter, Request to FHWA Letter, ADOT Design Exception Memorandum, Crash Analysis Report and AASHTO Report) is scanned and distributed by email to:

Scoping Project Manager
Design Project Manager
Bridge Design, Group Manager (If bridge design exceptions are involved)
Contracts & Specifications, Section Manager
Predesign Records Retention

All originals will be placed in the project file.

Projects not on the NHS that require Design Exceptions

After receiving the approved Design Exception Memorandum the entire Design Exception package (Exception Memorandum, Crash Analysis Report and AASHTO Report, if prepared) is scanned and distributed by email to those listed above under Projects on the NHS.

The attached formats may be used to obtain Design Exception Approval. These documents will be prepared by the Predesign Project Manager or Predesign Consultant Project Manager and routed through the Predesign Records Technician for distribution.

For projects which do not require Design Exceptions Scoping Project Manager shall place the AASHTO Report on the Predesign Portal and note in the Portal that no Design Exceptions are required.



Arizona Department of Transportation
Intermodal Transportation Division

206 South Seventeenth Avenue Phoenix, Arizona 85007-3213

Janice K. Brewer
Governor

May 3, 2010

Floyd Roehrich Jr.
State Engineer

John S. Halikowski
Director

Robert E. Hollis
Division Administrator
Federal Highway Administration
ATTN: (FHWA Area Engineer)
4000 North Central Avenue, Suite 1500
Phoenix, Az. 85012 -1906

RE: Design Exceptions
Project (FA Project Number / Project Number)
(Project Name)
(Highway)
(Route Number)

Dear Mr./Ms. (FHWA Area Engineer):

[This project is listed in the ADOT Five-Year Highway Construction Program for Fiscal Year as item # and is scheduled for a (Month) (Year) bid advertisement date. (If the project is in the Tentative Five-Year Highway Construction Program mention it here also).

or

This _____ project is not programmed.]

Design exceptions are requested per the attached AASHTO Controlling Design Criteria Report which has received concurrence of the Assistant State Engineer with Roadway Engineering Group [and Bridge Group if appropriate]. A Crash Analysis Report has been prepared for the project and is also attached.

[Mitigation measures and safety features should be included. The cover letter should also note any features that are being improved with the project and thereby eliminate the need for any design exceptions.]

Please advise if further action is required on the above matter.

Sincerely,

Mary Viparina, P.E.
Assistant State Engineer
Roadway Engineering Group

Attachment: 1. Design Exception Request Memorandum with concurrence
of the Assistant State Engineer, Roadway Engineering Group, [Date]
2. Five Year Crash Analysis Report, [Date]
3. AASHTO Controlling Design Concept Report, [Date]

Cc: See distribution listing on page 1 of 1



Arizona Department of Transportation

ROADWAY ENGINEERING GROUP

MEMORANDUM

To: Mary Viparina, 611E
Assistant State Engineer
Roadway Engineering Group

Date:

From: Paul O'Brien, 605 E
Manager

Roadway Predesign Section

Subject: DESIGN EXCEPTION REQUEST

Project(F A Project Number / Project
Number)

(Project Name)

[This _____ project is listed in the _____ ADOT Five-Year Transportation Facilities Construction Program for Fiscal Year _____ as Item # _____ and is scheduled for a (Month) (Year) bid advertisement date. (If the project is in the Tentative Five-Year Highway Construction Program mention it here also).
or

This _____ project is not programmed.]

Design Exceptions are requested for (List items{Optional}) as per attached AASHTO Controlling Design Criteria Report. A Crash Analysis Report (dated____) has been prepared for the project and is also attached.

The reasons for granting these design exceptions are as follows:

(Provide list) This list should be categorized by order of the thirteen AASHTO Criteria and which apply specifically to the project:

- | | |
|--------------------------------|---|
| 1. <u>Design Speed</u> | 8. <u>Grade</u> |
| 2. <u>Lane Width</u> | 9. <u>Stopping Sight Distance</u> |
| 3. <u>Shoulder Width</u> | 10. <u>Cross Slope</u> |
| 4. <u>Bridge Width</u> | 11. <u>Vertical Clearance</u> |
| 5. <u>Horizontal Alignment</u> | 12. <u>Horizontal Clearance</u> |
| 6. <u>Superelevation</u> | 13. <u>Structural Capacity/Bridge Barrier</u> |
| 7. <u>Vertical Alignment</u> | |

A detailed disposition of each design exception being requested should be described including any mitigation measures. See PA Bulletins 09-002 and 10-001 for additional information on design exception justifications.

Concur: _____

Concur: **[See Note#1]:** _____

Bridge Group Manager
Group Manager

Roadway

Date

Date

[IF BRIDGE DE'S ARE INVOLVED]

Note #1

Use **Concur** if the Design Exception Request is to be approved FHWA

Use **Approved** if the Design Exception Request does not need to be approved by FHWA