



Variance Request Process

1. Form submitted to **Director of Facilities Planning** with Tarrant County College District (TCCD) by an Employee of TCCD, Member of a Design Team currently working on a TCCD project, or a General Contractor currently working on a project. This form would be accepted during the Design Phase only - once a project is in construction, the variance form will not be accepted.
2. TCCD Internal Review – Approved or Rejected.
3. Record file internally by TCCD.
4. Notification sent to the Requestor, TCCD Representative for project, A/E Representative for project, and General Contractor Representative for project. Notification includes copy of the signed request form with Approval or Rejection stamped. If approved, Design Team shall be required to include a copy of the approved variance in the project manual if the project is in the planning or design phase; during the construction phase, the Design Team shall issue a copy of the approved variance by Architect's Supplemental Instruction (ASI) or Change Order, as applicable.
5. Approved variances shall be kept for internal review by TCCD as a potential, permanent change.
6. If recommended to be a permanent change, a TCCD employee from the variance review process shall submit a Change Request Form.

Change Request Process

1. Form submitted to **Director of Facilities Planning** with TCCD by an Employee of TCCD.
2. TCCD Internal Review – Approved or Rejected – Standard Change or Critical Inclusion. The Internal Review will be done semi-annually.
3. Notification for Rejection and Standard Change sent to Requestor and VLK Architects, Inc (VLK).
4. Notification for Critical Inclusion Change sent to Requestor, VLK, all relevant TCCD Employees and Representatives of Design and Construction Teams currently working on projects.
5. VLK collects Approved Standard and Critical Inclusion Changes for inclusion in the next semi-annual addendum.
6. Changes effecting previous changes within the same semi-annual time frame shall be collated with the most recent change superseding all predecessors.
7. Approved Critical Inclusion Changes shall be posted to website as soon as received, but not included in the Technical Design Guidelines (TDG) until the next semi-annual Addendum.
8. VLK to issue TDG Addendum in February and August of each year.
9. Issued as a Summary of Changes in this Addendum only and a new full Volume 1 TDG with Cumulative Changes underlined (with date of Addendum in parenthesis).



**Tarrant[®]
County
College**

Technical Design Guidelines
CHANGE REQUEST FORM

Real Estate & Facilities
Design & Construction Standards
Volume 1

TCCD Project Name

CSI Division

TDG Section

TDG Page #

Changes to the Technical Design Guidelines (TDG) can only be submitted by an Employee of TCCD. Changes to the TDG are issued on a semi-annual basis as an Addendum. Design Teams and Construction Teams are required to comply with the TDG and all Addenda issued prior to the date of contract, except for Changes identified as Critical Inclusions. Compliance with a Critical Inclusion is required for all projects currently in progress. Instances where compliance with a Critical Inclusion creates an undue burden on the Design Team and/or Construction Team shall be considered for additional services. The requestor is required to include cut sheets for the recommended variance.

Date Submitted	Requestor Name (please print)	Requestor Email Address	Requestor Phone Number
Project Stage	Project Type	Discipline	TCCD Dept. or Company

Change Requested:

Reason for Request:

Potential Impact of the Change on Cost

During Design:

During Construction:

During Occupancy and Maintenance:

Potential Impact of the Change on Schedule

During Design:

During Construction:

During Occupancy:

Signature of Requestor

Date

Request Deadline

The following section is for TCCD Review Committee use, only.

CR #	Status (circle one) Approved Rejected	Reviewed By (please print)	Reviewed By (signature)	Date
-------------	--	-----------------------------------	--------------------------------	-------------

Is this Change being requested as a Critical Inclusion? (A Critical Inclusion is a Change that must be complied with as of the date of issue.)

Circle one: **YES** **NO**