

# Memorandum

*Making Conservation  
a California Way of Life.*

To: DEPUTY DISTRICT DIRECTORS, Construction  
DEPUTY DIVISION CHIEF, Structure Construction  
CONSTRUCTION MANAGERS  
SENIOR CONSTRUCTION ENGINEERS  
RESIDENT ENGINEERS

Date: May 18, 2020

File: Division of Construction  
CPD 20-11



From: RACHEL FALSETTI, Chief  
Division of Construction

Subject: **SUBMITTAL REQUIREMENTS FOR PAVEMENT SMOOTHNESS DATA**

This directive describes new requirements for resident engineers to submit pavement smoothness data when smoothness incentive and disincentive specifications are included in a California Department of Transportation (Caltrans) project. Resident engineers must submit the hot mix asphalt pavement or concrete pavement smoothness pay adjustment spreadsheet file used to determine acceptance and the applicable payment adjustments for each lane, as well as the accompanying ProVAL Project data files.

Submit these files to the email address for hot mix asphalt pavement or concrete pavement within 10 business days of including the smoothness payment adjustment in the progress estimate. Submit the same files to the email address within 10 business days of approving a contractor's smoothness acceptance request for grinding existing concrete pavement.

For hot mix asphalt pavement, submit the files to:

[Asphalt.Smoothness@dot.ca.gov](mailto:Asphalt.Smoothness@dot.ca.gov)

For concrete pavement, submit the files to:

[Concrete.Smoothness@dot.ca.gov](mailto:Concrete.Smoothness@dot.ca.gov)

Training videos and checklists to assist in reviewing contractor payment adjustment and acceptance requests are available at:

<https://dot.ca.gov/programs/construction/pavement-smoothness>

Additional training resources for Caltrans employees only are available at the following internal website:

<https://construction.onramp.dot.ca.gov/administrative-support/pavement-smoothness>

DEPUTY DISTRICT DIRECTORS, Construction et al.

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If you have questions or comments regarding this directive, please contact Deborah Yost, Division of Construction, at [Deborah.Yost@dot.ca.gov](mailto:Deborah.Yost@dot.ca.gov) or (916) 227-5166 for concrete pavement. For hot mix asphalt pavement, please contact Pete Spector, Division of Construction, at [Pete.Spector@dot.ca.gov](mailto:Pete.Spector@dot.ca.gov) or (916) 227-7306.