PROJECT ANALYSIS & DECISION DOCUMENT

DETERMINATION OF WHETHER OR NOT TO CONTINUE THE USE OF METRIC UNITS OR CONVERT TO ENGLISH UNITS

(Documentation for projects to be advertised on the State Highway System after June 30, 2009 and on or before June 30, 2011)

Project Data:                                       Date of Analysis: ____________________________
District/County/Route/PM Limits: ______________________________
Expenditure Authorization: ________________________________
Project Location:
______________________________________________________________________________
______________________________________________________________________________
Work Description:
______________________________________________________________________________
______________________________________________________________________________
Proposed Advertisement Date: ________________________________
Estimated Project Construction Costs: ________________________________
Project Manager: ________________________________ Phone No.:
______________________________________________________________________________
Project Engineer: ________________________________ Phone No.:
______________________________________________________________________________

1. Current Project Status

>> Use as much space as necessary to summarize pertinent information to this decision <<

2. Costs Needed to Convert this Existing Metric Project into an English Project

a) Survey Data & Base Mapping:

  Region/District Resources
Digital terrain model => _____ hours x $____ per hour for labor to convert = $____
Survey Notes = _____ hours x $____ per hour for labor to convert = $____
Region/District total to convert Survey Data = $____

Corporate Headquarters (HQ) Resources

Digital terrain model => _____ hours x $____ per hour for labor to convert = $____
Survey Notes = _____ hours x $____ per hour for labor to convert = $____
HQ total to convert Survey Data = $____

Sub-total for 2a: Conversion of Survey Data and Base Mapping into English Units = __________

b) Project Plan Sheets:

Region/District Resources

Number of plan sheets = _________
x _____ average number of hours to convert per plan sheet
(layout sheets, construction details, etc.)
= _____ total hours to convert plans
x $____ per hour for labor to convert plans
= $____ Region/District total to convert project plan sheets
c) Project Special Provisions:

**Region/District Resources**

Number of SSPs & nSSPs to re-edit = __________

x ______ average number of hours to re-edit an SSP

= __________ total hours to re-edit the Special Provisions

x __________ $ per hour for labor to re-edit the Special Provisions

= $__________ Region/District total to re-edit the Special Provisions

**Division of Engineering Services (DES) Resources**

Number of SSPs & nSSPs to re-edit = __________

x ______ average number of hours to re-edit an SSP

= __________ total hours to re-edit the Special Provisions

x __________ $ per hour for labor to re-edit the Special Provisions

= $__________ DES total to re-edit the Special Provisions

**Corporate Headquarters (HQ) Resources**

Number of nSSPs to re-review & approve = ________

x ______ average number of hours to re-review & approve a nSSP

= ______ total hours to re-edit the Special Provisions

x ______ $ per hour for labor to re-edit the Special Provisions

= $______ Corporate HQ total to re-edit the Special Provisions

Sub-total for 2c: Conversion of Project Special Provisions into English Units = __________

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d) Conversion of Right of Way Data:
Region/District Resources

Number of R/W map sheets = ___________
  x _______ average number of hours to convert/map
  = _______ total hours to convert mapping
  x _______ $ per hour for labor to convert mapping
  = $________ Region/District total to convert R/W maps

Sub-total for 2d: Conversion of R/W Data into English Units = ______________

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e) Impacts Associated with Project Delivery (Time) Delay to Convert to English Units:

1. Changes in Estimated Project Construction Costs
   
   Estimated Project Construction Costs = ______________ Date of Estimate: ________
   
   Estimated Schedule delay associated with Conversion to English Units = ________ (days or months)
   
   Estimated Change in Construction Costs Due to additional time to deliver the Project =
   
   $____________ x __________________________ = $____________
   
   (Project Cost on date above) (Cost Escalation Factor*)

   * $ or % per day or month
2. Changes in Estimated R/W Costs

Estimated Cost of R/W Acquisitions = ________________ Date of Estimate:______
Estimated Schedule delay associated with Conversion to English Units = ________(days or months)
Estimated Change in R/W Costs Due to additional time to deliver the Project =

\[ \frac{\text{Cost on date above}}{\text{Cost Escalation Factor}} \times \text{Cost Escalation Factor} = \] $_________________

* $ or % per day or month

3. Costs Associated with Continuing to Deliver this Project in Metric Units:

a) Incorporation of Current Standard Plans/Details into Project Plans to be consistent with current Standards:

Region/District Resources

Number of Standard Plans/Details = ____________

\[ \times \text{average number of hours to convert per plan sheet/detail} \]

\[ \times \text{total hours to convert into construction} \]

\[ \times \$ \text{per hour for labor to convert into plan sheet/details} \]

\[ = \$_____ \\text{Region/District total to convert into plan sheets/details} \)

Division of Engineering Services (DES) Resources

Number of Standard Plans/Details = ____________

\[ \times \text{average number of hours to convert per plan sheet/detail} \]

\[ \times \text{total hours to convert into construction} \]

\[ \times \$ \text{per hour for labor to convert into plan sheet/details} \]

\[ = \$_____ \text{DES total to convert project plan} \)

Sub-total for 3a: Incorporating Current Standard Plans/Details into Metric Project Plans = ________

b) Incorporation of Current Specifications into Metric nSSPs to be consistent with current Standards:

Region/District Resources

Number of Standard Specifications (SSs) to rewrite = ____________
rewrite an SS

\[ \text{average number of hours to rewrite an SS} \times \text{total hours to rewrite the SSs} \times \text{$ per hour for labor to rewrite the SSs} = \text{$ Region/District total to rewrite the SSs} \]

Number of SSPs & nSSPs to rewrite = 

\[ \text{average number of hours to rewrite an SSP or nSSP} \times \text{total hours to rewrite the SSPs and nSSPs} \times \text{$ per hour for labor to rewrite the SSPs and nSSPs} = \text{$ Region/District total to rewrite the SSPs and nSSPs} \]

Division of Engineering Services (DES) Resources

Number of SSPs & nSSPs to rewrite = 

\[ \text{average number of hours to rewrite an SSP} \times \text{total hours to rewrite the SSPs and nSSPs} \times \text{$ per hour for labor to rewrite the SSPs and nSSPs} = \text{$ DES total to rewrite the SSPs and nSSPs} \]

Corporate Headquarters (HQ) Resources

Number of nSSPs to review & approve = 

\[ \text{average number of hours to review & approve an nSSP} \times \text{total hours to review & approve the nSSPs} \times \text{$ per hour for labor to review & approve an nSSP} = \text{$ HQ total to review and approve the nSSPs} \]

Sub-total for 3b: Incorporating Current Specifications into Metric nSSPs = __________
c) Additional Cost to Bid and Construct a Metric Project:

Current estimated cost of project = $__________________

Estimated additional cost of project = $__________________

\*Use 3\% unless otherwise justified in this document.

4. Summary of Economic Analysis

Costs Needed to Convert this Existing Metric Project into an English Project

1) Total of Estimated Support Costs Needed to Convert Project to English [Sum of 2a, 2b, 2c, and 2d] = $_______

2) Change in Estimated Construction Costs due to additional Delivery time [See 2e] = $_______

3) Change in Estimated R/W Costs due to additional Delivery time [See 2e] = $__________

(A) Total Financial Impact related to converting this Metric Project to English Units [Sum of 1, 2 & 3] = $_______

Costs Associated with Continuing to Deliver this Existing Metric Project in Metric Units

Total of Estimated Support Costs Needed to Convert Project to English [Sum of 2a, 2b, 2c, and 2d] = ______

Change in Estimated Construction Costs due to additional Delivery time [See 2e] = ______

Change in Estimated R/W Costs due to additional Delivery time [See 2e] = ____________

(B) Total Financial Impact related to keeping this Metric Project in Metric Units = ______________

The Alternative with the least Financial Impact is: ____________________.

(A) or (B)

5. Any Other Project Delivery Issues

>> Use as much space as necessary to discuss any issues with Environmental, Project Management, etc. <<
6. Recommendation

>> Use as much space as necessary to discuss and provide a recommendation <<

7. Signatures

I certify that the information on this form is complete and to the best of my knowledge accurately reflects the input received from DES-OE and the Corporate (HQ) units working on this project.

< Name of Person Completing this Document >
< Title >

Date
I certify that I have reviewed all of the information provided in this document and that it is accurate and complete to the best of my knowledge.

< Name of Design Senior >  
< Title >  

I certify that all the DES-OE and Corporate (HQ) units associated with delivering this project have been contacted to discuss the costs associated with converting this metric project to English units and the costs associated with continuing to deliver this project in metric units.

I further certify that I have reviewed all of the information provided in this document and that it is accurate and complete to the best of my knowledge.

< Name of Project Manager >  
< Title >  

Include Additional Signature Blocks for Management Reviews/Concurrences As Required per Region/District Procedures Using this Statement:

I have reviewed this document and certify that the information shown is true and correct to the best of my knowledge.

< Name of District Manager >  
< Title >

I approve the recommendation provided and discussed in Section 6 of this document.

< Name >  
District Director