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, 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
Division of Engineering Services (DES) Resources

Number of plan sheets = __________
  x _____ average number of hours to convert per plan sheet
    (structure site plans, structure details, etc.)
  = _____ total hours to convert plans
x ______ $ per hour for labor to convert plans
= $___________ DES total to convert project plan sheets

Sub-total for 2b: Conversion of Project Plan Sheets into English Units = __________


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

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


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 = ________________


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 = 
$_________ x _________ = ________
(Project Cost on date above) (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 = _________
x _________ average number of hours to convert per plan sheet/detail 
= _________ total hours to convert into construction details for project 
x _________ $ per hour for labor to convert into plan sheet/details 
= $______ Region/District total to convert into plan sheets/details

Division of Engineering Services (DES) Resources
Number of Standard Plans/Details = _________
x _________ average number of hours to convert per plan sheet/detail 
= _________ total hours to convert into construction details for project 
x _________ $ per hour for labor to convert into plan sheet/details 
= $______ DES total to convert project plan sheets/details

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

= ________ total hours to rewrite the SSs

x _________ $ per hour for labor to rewrite the SSs

= $_________ Region/District total to rewrite the SSs

Number of SSPs & nSSPs to rewrite = __________

x _________ average number of hours to rewrite an SSP or nSSP

= ________ total hours to rewrite the SSPs and nSSPs

x _________ $ per hour for labor to rewrite the SSPs and nSSPs

= $_________ Region/District total to rewrite the SSPs and nSSPs

Division of Engineering Services (DES) Resources

Number of SSPs & nSSPs to rewrite = __________

x _________ average number of hours to rewrite an SSP

= ________ total hours to rewrite the SSPs and nSSPs

x _________ $ per hour for labor to rewrite the SSPs and nSSPs

= $_________ DES total to rewrite the SSPs and nSSPs

Corporate Headquarters (HQ) Resources

Number of nSSPs to review & approve = _________>>Potentially the sum of all SSs, SSPs, and nSSPs shown above<<

x _________ average number of hours to review & approve an nSSP

= ________ total hours to review & approve the nSSPs

x _________ $ per hour for labor to review & approve an nSSP

= $_________ 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 = $__________________________ x 0.03*

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 >  Date
< Title >
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 >  
Date

< 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 >  
Date

< 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 >  
Date

< Title >

I request that the recommendation provided and discussed in Section 6 of this document be approved.

< Name >  
Date

District Director

Approved By:
RICHARD D. LAND  
Chief Engineer  
Deputy Director, Project Delivery