State of California
DEPARTMENT OF TRANSPORTATION

Business, Transportation and Housing Agency

Memorandum

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Be energy efficient!

To: DISTRICT DIRECTORS
DEPUTY DIRECTORS
DIVISION CHIEFS

Date: June 16, 2006

From: RICHARD D. LAND
Chief Engineer

Subject: Declaration of Units of Measure – "Metric" or "English" Project

On May 1, 2006 the California Department of Transportation (Department) released the 2006 Standard Plans, Specifications and Special Provisions in U.S. Customary (English) units, in accordance with the Department's Transition Plan to convert from the use of Metric units to English units. Projects on the State Highway System may now be developed, advertised, and awarded in English units. After June 30, 2007, unless an exception is granted, all Plans, Specifications and Estimate (PS&E) submittals to Division of Engineering Services - Office Engineer (DES-OE) must be in English units. To ensure a smooth, timely and professional transition to the English system, a formal declaration of the units of measure that will be used must be made and documented by August 1, 2006 for all projects that have not yet been awarded.

The Sixth Edition of the Highway Design Manual (HDM) will be in English units and is scheduled for release on September 1, 2006. Interim design guidance in English units is currently available on the Division of Design website and many other Department manuals and publications are also available or are nearing completion in English units. Although many projects have already been converted to English units, on-going projects have been allowed to continue to utilize Metric units and standards to minimize project delivery costs and mitigate potential complications related to converting survey data, plan sheets, and already designed elements/features into English units. The Metric standards contained in the Fifth Edition of the HDM, and related publications, are to continue to be used if the project is to be delivered in Metric units. The English standards that will be contained in the Sixth Edition of the HDM and related publications are to be used if the project is to be developed in English units.

The decision to declare whether Metric or English units of measure will be used to deliver the project must be thoroughly discussed with the Project Delivery Team, including the District Office Engineer, DES-OE, and all other impacted Functional Units. A memorandum to the Project History File must be prepared documenting the supporting factors (engineering, economic, project delivery, etc.) that led to the decision. The District must then record this declaration on the CLAS screen in the Program Management Control System (PMCS) database. Entering a "1" in the "W flag" field indicates that the project will be delivered in English units and standards; Entering a "2" in the field indicates the project will be delivered using Metric

units and standards. The conversion from the use of Metric units to English units will be monitored and information collected will be shared at quarterly delivery meetings. A status report will also be posted on the Design website.

Please share this memorandum with our local partners to ensure that the projects they are sponsoring are addressed in this effort. When project-specific questions arise, contact your Headquarters Design Coordinator.

If additional Metric to English transition information is needed, or to request an exception to continue the use of Metric units for projects to be submitted after June 30, 2007, contact the Metric to English Transition Project Manager, Kevin Herritt at (916) 653-0253, or kevin.herritt@dot.ca.gov.

c: Will Kempton - Director
Randy Iwasaki - Chief Deputy
Mark Leja – Design
Environmental Managers
Project Management Board
Design Management Board
Surveys Management Board
Construction Board