


# Memorandum

*Making Conservation  
a California Way of Life.*

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

**Date:** April 30, 2019

**File:** Division of Construction  
CPD 19-9

  
**From:** RACHEL FALSETTI, Chief  
Division of Construction

**Subject: SPEED LIMIT REDUCTIONS IN CONSTRUCTION WORK ZONES**

This directive provides guidance to resident engineers on implementing change orders for speed limit reductions in construction work zones for ongoing contracts.

California Department of Transportation (Caltrans) Director's Memorandum, "Temporary Traffic Control Speed Limit Reduction in Work Zone," dated April 19, 2019, establishes new policy for reducing speed limits by 10 miles per hour from posted speed limits in work zones on the State Highway System. The resident engineer is to work with the project engineer and district Traffic Operations in developing a change order with project specific plan sheets showing construction details for speed reduction.

Currently, supplies of associated equipment such as portable vehicle speed feedback signs (PVSFS)/radar speed feedback signs (RSFS) and portable changeable message signs (PCMS), as referenced in the Director's Memorandum, may be limited. Therefore, projects with higher traffic volumes and higher traffic speeds will be given priority for assignment of such equipment. Discuss any priority project selection concerns with your district Traffic Operations.

Depending on the project's work, speed limit reductions are to be in accordance with the Director's Memorandum. As previously mentioned, since supplies of the associated equipment may not be readily available, a note should be indicated on the plan sheet stating, "Reduced speed limit construction work zone signage may be implemented prior to the installation of the PVSFS/RSFS (if unavailable); however, once PVSFS/RSFS are procured, they must be installed on the project as soon as possible." An additional note should be included on the plan sheet stating, "Additional signs may be installed on the mainline, ramps, and other locations, as determined by the engineer." There should be no contract time extension for implementing a change order to reduce speed limits in work zones.

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Consider additional use of the Construction Zone Enhancement Enforcement Program (COZEEP) to enhance the California Highway Patrol's engagement and enforcement activities in speed limit reduction work zones. Provide for such enhancements through completion of Form CEM-2102, "COZEEP/MAZEEP Task Order."

This directive includes: the Director's Memorandum including guidance for typical traffic control system for work zone speed limit reduction and a Non-Standard Special Provision (NSSP) for portable radar speed feedback sign, a sample change order memorandum, sample change order, and a Federal Highway Administration (FHWA) blanket prior approval for this change.

The design files to the traffic control sheets for general guidance in developing project specific plan sheets can be found at: <https://traffic.onramp.dot.ca.gov/nssp>.

This directive serves as the delegation of authority from the Division of Construction and approval from FHWA for change orders implemented under its requirements.

Any project exceptions to the new policy must be approved by both deputy district directors of Traffic Operations and Construction.

If you have questions or comments regarding this directive, contact Marvin Guinez, Division of Construction, at [Marvin.Guinez@dot.ca.gov](mailto:Marvin.Guinez@dot.ca.gov) or (916) 654-4580.

Attachments:

1. Director's Memorandum, "Temporary Traffic Control Speed Limit Reduction in Work Zone," dated April, 19, 2019
2. Sample Form CEM-4903, "Change Order Memorandum"
3. Sample Form CEM-4900, "Change Order"
4. FHWA Form CA-358(c), "Record of Blanket Prior Approval for Major Contract Change Order"