

Value Engineering Study Set-Up

<input type="checkbox"/>	Read <i>Design Manual</i> Chapter 315.
<input type="checkbox"/>	<p>To initiate a VE study, the project manager submits a Request for Value Engineering Study form to the regional VE coordinator. This form is available at: http://www.wsdot.wa.gov/eesc/design/VE/files/VERequestForm.xls</p> <p>At least one month in advance of the proposed study date, forward the form to: Adele McCormick, Value Engineering Coordinator, HQ Design, MS 47329 Phone 360 705-7298, E-mail McCormA@wsdot.wa.gov</p> <p>Adele will identify a team leader and coordinate with the regional VE coordinator to confirm the study date. Every effort will be made to schedule the study for the dates requested; however, it may be necessary to choose alternate dates if there are scheduling conflicts</p>
<input type="checkbox"/>	<p>Coordinate with the team leader to identify team members:</p> <ul style="list-style-type: none"> • What expertise is needed from the region? • What expertise is needed from Headquarters? • Are there outside stakeholders who should be represented on the team? • Is the project on an Interstate or NHS highway? <ul style="list-style-type: none"> ○ If so, contact FHWA as soon as possible to ensure their representation on the team.
<input type="checkbox"/>	<p>Determine an appropriate location for the VE study, to provide:</p> <ul style="list-style-type: none"> • Adequate table space for the team members • Adequate space for guests at the presentation on the final day • Adequate space to display project maps and presentation materials • A wall or screen suitable for computer projection
<input type="checkbox"/>	<p>Make arrangements for necessary equipment, including:</p> <ul style="list-style-type: none"> • Computer projector • Live network jacks in the VE study room (2 or more) • Projection screen, if necessary • Network address for a nearby printer • Equipment listed in <i>Design Manual</i> Figure 315-3
<input type="checkbox"/>	<p>Make arrangements for a field trip to the project site, including a van or suitable vehicles to transport the VE study team and accompanying project team members. The field trip will take place on the first day of the VE study. Have safety hats and vests available for all field trip participants.</p>
<input type="checkbox"/>	<p>Prepare Study Package. Include items listed in <i>Design Manual</i> Figure 315-3 and on the next page of this document.</p>
<input type="checkbox"/>	<p>Send the team members a VE study agenda, including location, and directions.</p>
<input type="checkbox"/>	<p>Coordinate with the project team to present the project to the VE team on the first day of the VE study. Include items listed on the next page of this document.</p>
<input type="checkbox"/>	<p>Provide coffee and light refreshments for the VE team each day of the VE study.</p>
<input type="checkbox"/>	<p>Invite appropriate administrators and managers to the VE study presentation on the final study day.</p>
<input type="checkbox"/>	<p>After the study is complete and the report is available, distribute the report to team members, project team, region management, and appropriate stakeholders.</p>
<input type="checkbox"/>	<p>Read <i>Design Manual</i> page 315-2, Implementation Phase. Prepare a VE Decision Document and VE Recommendation Approval Form (available on the WSDOT Value Engineering website: http://www.wsdot.wa.gov/eesc/design/VE/) and send them to the Headquarters Value Engineering Manager.</p>

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VE Study Package

The project team should assemble a study package to provide pertinent information and background material for the VE study. This will help the team as they develop their recommendations and prevent them from duplicating the efforts of the design team.

The following is a list of suggested documents to include in the study package if they are available:

- Project scope
- Results of CEVP (Cost Estimate Validation Process) or CRA (Cost Risk Analysis) efforts
- Environmental documents
- Plan sheets
- Cost estimates
- Project schedule
- Design drawings
- Design alternatives considered
- Design calculations
- Pertinent correspondence with stakeholders
- Information on public involvement efforts
- Permits and permitting requirements
- Vicinity maps
- Specifications
- Construction phasing

Project Team Presentation for VE Study Kickoff

The project team will present the project to the VE team on the first day of the VE study. This presentation should include as much information as possible to ensure the team is fully aware of the objective of the study and can formulate appropriate recommendations.

Consider the following list when preparing for the presentation:

- Scope of the project
- Stakeholders and participants in the project
- Existing site conditions
- Project photos, drawings, and aerial photographs
- Regulatory requirements
- Proposed design and design alternatives
- Constraints and controlling decisions
- Summary of public involvement efforts
- Summary of project costs and scheduling
- Construction phasing
- Overview of the study package provided to VE team members
- Summary of project politics