

## Value Engineering (VE) Study Set-Up

- 1) Initiate a VE study:
  - The Project Manager contacts the VE Director and requests a VE study.
  - The VE Director will:
    - Identify a team leader.
    - Determine the length necessary to complete the study.
    - Coordinate with the Project Manager to confirm the study dates. 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.
    - Work with the Project Manager, appropriate Section Heads and the VE Team Leader to identify the appropriate team members:
      1. What expertise is needed from the region?
      2. What expertise is needed from Headquarters?
      3. What expertise is needed from outside La. DOTD?
      4. Are there outside stakeholders who should be represented on the team?
      5. Is the project on an Interstate or NHS highway? If so, FHWA will want to have representation on the team.
- 2) VE Director will determine an appropriate location for the VE study, to provide:
  - 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
- 3) The VE Director will coordinate with the Project Team approximately one month prior to the study. Develop an agenda for the study and send it out one-week in advance to the VE Team with directions to study location.
- 4) The VE Director will make arrangements for a field trip to the project site, including a van or suitable vehicles to transport the entire VE study team and accompanying project team members.
  - The field trip will usually take place on the first day of the VE study.
  - Safety hats and vests will be required for all field trip participants.

## VE Study Packet Materials

VE Team members should receive this information at least one week prior to study – the FTP site is the best method to deliver the information. Below is a general list of things that are provided (items in **bold** are needed on every study)

- ✓ **One or two page synopsis of what the project is about**
- ✓ **Up-to-date Quantities & Estimates**
- ✓ **General plan sheets showing the project and current alternates**
- ✓ **A list of the projects constraints and controlling decisions**
- ✓ Risk Management Plan
- ✓ Design Criteria Worksheets
- ✓ Accident and Traffic Data
- ✓ Geotechnical, Resurfacing, Hydraulic Reports
- ✓ Environmental Documents
- ✓ X-Sections
- ✓ Maps (Vicinity, Land Use, Contour, etc.)
- ✓ Aerial Photos
- ✓ Various Plans (As-builts, R/W Plans, channelization plans, profiles, and any other plans that are useful)

### Project Briefing:

The intent of the Project Team's presentation to the VE Team is to communicate basic information about the project. The VE Team only has a few hours to get "up-to-speed" so keep the information to the point. Don't forget to convey any information that isn't necessarily in the "info packet" that was given to the VE Team.

The meeting should be casual. Allow the VE Team to ask questions as they think of them. Have patience with the VE Team during your presentation. They are trying to learn about the project.

Visual aids are good but it isn't necessary to prepare anything special.

When creating the presentation ask the question "If I was on the VE Team, what would I like to know?"

If there are some ideas that have been thoroughly investigated and discarded with good cause, please tell the VE Team, since the development and presentation of such ideas would have no value to the project.

When it comes to the project's constraints and controlling decisions, please put everything on the table during the opening presentation.