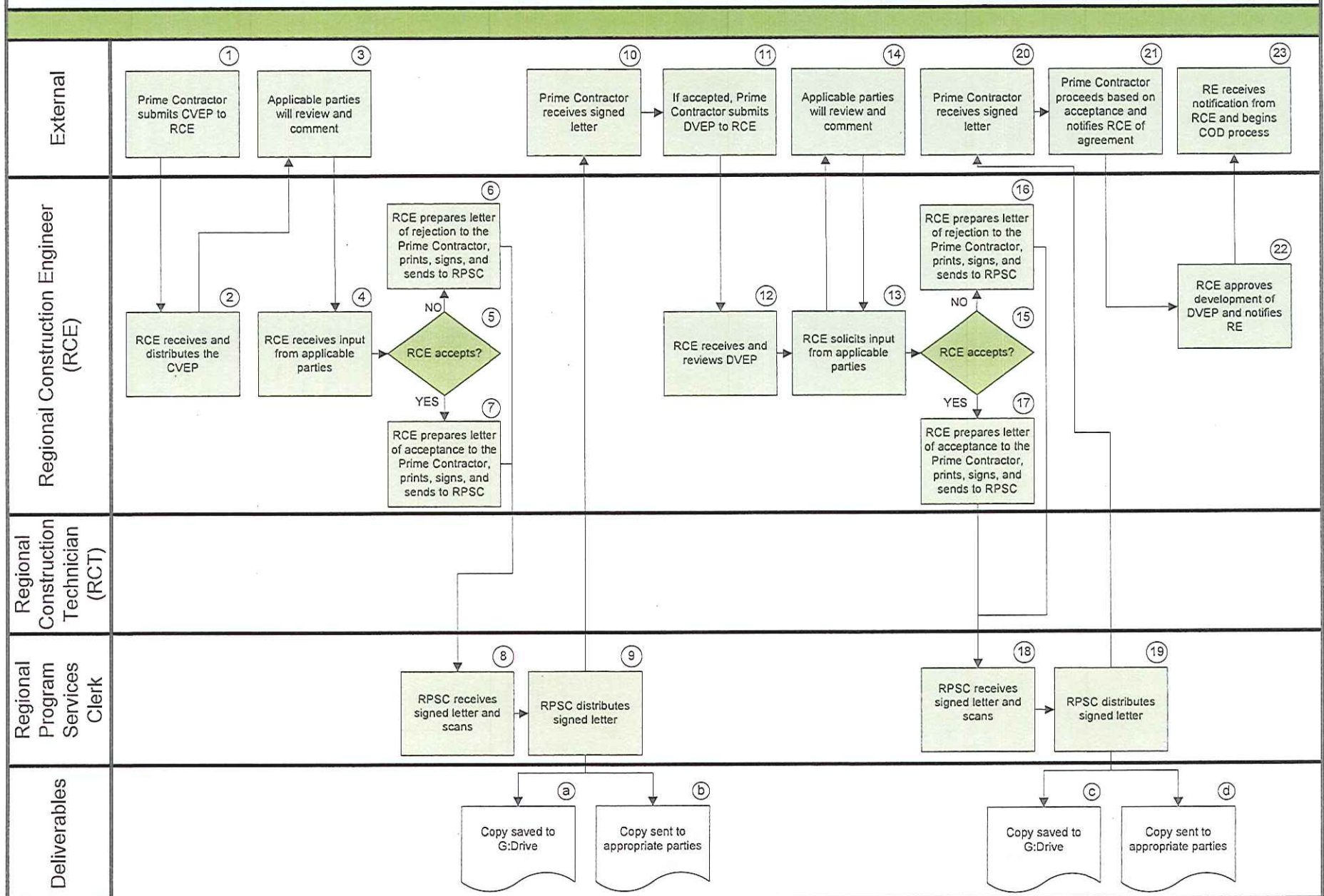


}

,

}

Value Engineering Proposal Submittal Process



Regional Process Manual / Value Engineering Proposal Submittal Process

Revision Date: April 19, 2012

Revision No: 1

Author: NE Region

Value Engineering Proposal Submittal Process
Work Instructions

Revision Date: April 19, 2012
Revision No: 1
Author: NE Region

Process Step	Available Step Aides	Key Activities	Points of Interest
1. Prime Contractor submits Conceptual Value Engineering Proposal (CVEP) to Regional Construction Engineer (RCE)		Prime Contractor submits CVEP to RCE	
2. Regional Construction Engineer (RCE) receives and distributes the Conceptual Value Engineering Proposal (CVEP)		RCE receives and distributes the CVEP	
3. Applicable parties will review and comment		Applicable parties will review and comment. Proposals contemplated are those that would require a Change Order/Supplementary Agreement (COSA) modifying the contract and would produce an overall savings to the public by providing items or methods other than those specified in the contract and/or reduce future maintenance costs without impairing essential functions and characteristics such as service life, safety, durability, reliability, economy of operation, ease of maintenance, and necessary standardized features. Regional Construction Engineer (RCE) checks for completion of guidelines (See Subsection 105.30). The Regional Construction Engineer (RCE) may also ask for additional information from the Prime Contractor at this point to help with decision	
4. Regional Construction Engineer (RCE) receives input from applicable parties		RCE receives input from applicable parties such as Resident Engineer (RE), Project Manager (PM), Appropriate Construction specialists, Construction Engineer, and Materials & Research	Subsection 105.30(b)(2)i states that the RCE will use best effort to respond within 14 calendar days of receipt
5. Regional Construction Engineer (RCE) accepts?		If No, go to Step 6 If Yes, go to Step 7	
6. Regional Construction Engineer (RCE) prepares letter of rejection to the Prime Contractor, prints, signs, and sends to Regional Program Services Clerk (RPSC)		RCE prepares letter of rejection to the Prime Contractor and state the reasons for rejection. The RCE then prints, signs, and sends to RPSC	

Value Engineering Proposal Submittal Process
Work Instructions

Revision Date: April 19, 2012
Revision No: 1
Author: NE Region

Process Step (cont'd)	Available Step Aides	Key Activities	Points of Interest
7. Regional Construction Engineer (RCE) prepares letter of acceptance to the Prime Contractor, prints, signs, and sends to Regional Program Services Clerk (RPSC)		RCE prepares letter of acceptance to the Prime Contractor, prints, signs, and sends to RPSC	
8. Regional Program Services Clerk (RPSC) receives signed letter and scans		RPSC receives signed letter and scans	
9. Regional Program Services Clerk (RPSC) distributes signed letter		RPSC distributes signed letter	
10. Prime Contractor receives signed letter		Prime Contractor receives signed letter	
11. If accepted, Prime Contractor submits Detailed Value Engineering Proposal (DVEP) to Regional Construction Engineer (RCE)		If accepted, Prime Contractor may submit a DVEP to RCE	Rejected Conceptual Value Engineering Proposal (CVEP) will not be reconsidered
12. Regional Construction Engineer (RCE) receives and reviews the Detailed Value Engineering Proposal (DVEP)		RCE receives and reviews the DVEP to ensure that details do not impair essential functions and characteristics such as service life, safety, durability, reliability, economy of operation, ease of maintenance, and necessary standardized features. RCE checks for compliance with guidelines (See Subsection 105.30)	
13. Regional Construction Engineer (RCE) solicits input from applicable parties		RCE solicits input from applicable parties such as Resident Engineer (RE), Project Manager (PM), Appropriate Construction specialists, Construction Engineer, and Materials & Research	
14. Applicable parties will review and comment		Applicable parties will review and comment	
15. Regional Construction Engineer (RCE) accepts?		If No, go to Step 16 If Yes, go to Step 17	

Value Engineering Proposal Submittal Process
Work Instructions

Revision Date: April 19, 2012
Revision No: 1
Author: NE Region

Process Step (cont'd)	Available Step Aides	Key Activities	Points of Interest
16. Regional Construction Engineer (RCE) prepares letter of rejection to the Prime Contractor, prints, signs, and sends to Regional Program Services Clerk (RPSC)		RCE prepares letter of rejection to the Prime Contractor and state the reasons for rejection. The RCE then prints, signs, and sends to RPSC	Subsection 105.30(b)(5) states that the RCE will use best effort to reply within 30 calendar days of receipt of all information necessary
17. Regional Construction Engineer (RCE) prepares letter of acceptance to the Prime Contractor, prints, signs, and sends to Regional Program Services Clerk (RPSC)		RCE prepares letter of acceptance to the Prime Contractor. The RCE clearly states the conditions that the accepted work shall be approved under and can make any alterations to the proposal he/she sees fit. RCE then prints, signs, and sends to RPSC	
18. Regional Program Services Clerk (RPSC) receives signed letter and scans		RPSC receives signed letter and scans	
19. Regional Program Services Clerk (RPSC) distributes signed letter		RPSC distributes signed letter	
20. Prime Contractor receives signed letter		Prime Contractor receives signed letter	
21. Prime Contractor proceeds based on acceptance and notifies Regional Construction Engineer (RCE) of agreement		Prime Contractor proceeds based on acceptance of the submittal which may include any alterations and/or conditions in which the changes shall be performed and notifies RCE of agreement	
22. Regional Construction Engineer (RCE) approves development of Detailed Value Engineering Proposal (DVEP) and notifies Resident Engineer (RE)		RCE approves development of DVEP and notifies RE	
23. Resident Engineer (RE) receives notification from Regional Construction Engineer (RCE) and begins Change of Design (COD)		RE receives notification from RCE and begins COD process	

Value Engineering Proposal Submittal Process
Work Instructions

Revision Date: April 19, 2012
Revision No: 1
Author: NE Region

Deliverables	Available Step Aides	Key Activities	Points of Interest
a. Copy saved to G:Drive		Copy saved to G:Drive in Project Correspondence	
b. Copy sent to appropriate parties		Copy sent to Prime Contractor, Regional Construction Engineer (RCE), Resident Engineer (RE), Project Manager (PM), Construction Headquarters, and any other party affected depending on specific project/proposal characteristics	
c. Copy saved to G:Drive		Copy saved to G:Drive	
d. Copy sent to appropriate parties		Copy sent to Prime Contractor, Regional Construction Engineer (RCE), Resident Engineer (RE), Project Manager (PM), Construction Headquarters, and any other party affected depending on specific project/proposal characteristics	