

## Process to Review and Evaluate Value Engineering Change Proposals

### Concept Proposal

1. Contractor proposes idea to reduce (cost or time) to the resident engineer.
2. Contractor develops written proposals (including C-104) and submits to resident engineer with copies to district construction, project manager GHQ construction and the value engineering administrator.
3. Resident engineer submits written recommendations to district construction engineer and project manager within 2 days of receipt.
4. District construction submits written recommendations to GHQ construction within 5 days of receipt. District Engineer approves or rejects.
5. The value engineer forward comments from reviewing divisions to GHQ Construction.
6. Division of Construction makes final written decision regarding approval of VECP. A signed VECP is returned back to the resident engineer. A copy of the final VECP is kept by the division of construction and is logged into the VECP database.
7. The resident engineer notifies the contractor in writing within 10 days of original submittal whether the concept was approved or rejected. If rejected, reasons will be included.

### Final Proposal

1. When the contractor submits the proposed change, it must include all items required by Sec 104.6.1 of the Standard Specifications. It should be submitted to the resident engineer with copies to the district, Construction and VEA.
2. The resident engineer will coordinate all arrangements for review of the proposal. After evaluation, the resident will submit to the district construction engineer a recommendation for approval or rejection by the district engineer.
  - a. The resident engineer will notify the contractor within the proposed change deadline and will prepare and submit the necessary change orders. If the proposal is rejected, the resident engineer notification to the contractor must include the reasons for rejection and copies sent to the district, Construction and the VEA.
  - b. Acceptable construction VE changes will be utilized in the design of future applicable projects and applicable standards. It will be the responsibility of the VEA to initiate applicable changes.
  - c. Payment will be made in accordance with sec 104.6.

3. To formally close out the VECP, all involved parties (Bridge, Design, Field office, etc) should be notified of the outcome and results. The proper amount should be entered into the database maintained by Construction/Materials.