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**Value Engineering  
Annual Report  
FY 2013/2014**



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# Executive Summary

## Value Engineering During Project Development

The districts conducted 26 studies or 72% of the original number of studies scheduled for fiscal year 20013/2014. The original work plan had 36 studies scheduled for the year and the target was to complete 75% or 27 of the planned studies. Due to the dynamics of the department's work program, 13 of the 26 scheduled studies (50%) were either dropped from the work plan altogether or rescheduled for the 2014/2015 fiscal year, while seven of the conducted studies were added to the original work plan.

During this same period, the districts acted on 212 recommendations, approving 112 for a 53% adoption rate. Ninety-eight of the approved recommendations resulted in \$182.2 million in project cost avoidance/savings. The remaining 13 approved recommendations were value added recommendations that increased project performance, while adding \$29.6 million to the project cost. Therefore, the total value of the approved recommendations, including the value added recommendations, produced **\$140.9 million in project cost avoidance/savings**.

The approved recommendations resulted in a 3.86% project saved, 6.85% program saved and a Return on Investment (ROI) of \$103 to \$1. The percent project saved is calculated by dividing the value of all approved recommendations by the total costs of the projects studied, while the percent program saved is calculated by dividing the value of all approved recommendations by the average project cost of three fiscal year lettings. The ROI is calculated by dividing the value of all approved recommendations by the cost of administering the program.

There were 46 pending recommendations totaling \$177.9 million in potential cost avoidance/savings at the end of the 2013/2014 fiscal year. Thirty-six of the 46 recommendations have been pending for more than 12 months, which is 78% of the total number of pending recommendations. Since the VE Study is a 'snapshot' of the project at some point in time of project development and projects are continuously moving forward in development, this is a concern. The longer recommendations are unresolved and in a pending status the less likely that they will be adopted because the development of the project has advanced.

## Cost Savings Initiatives During Construction

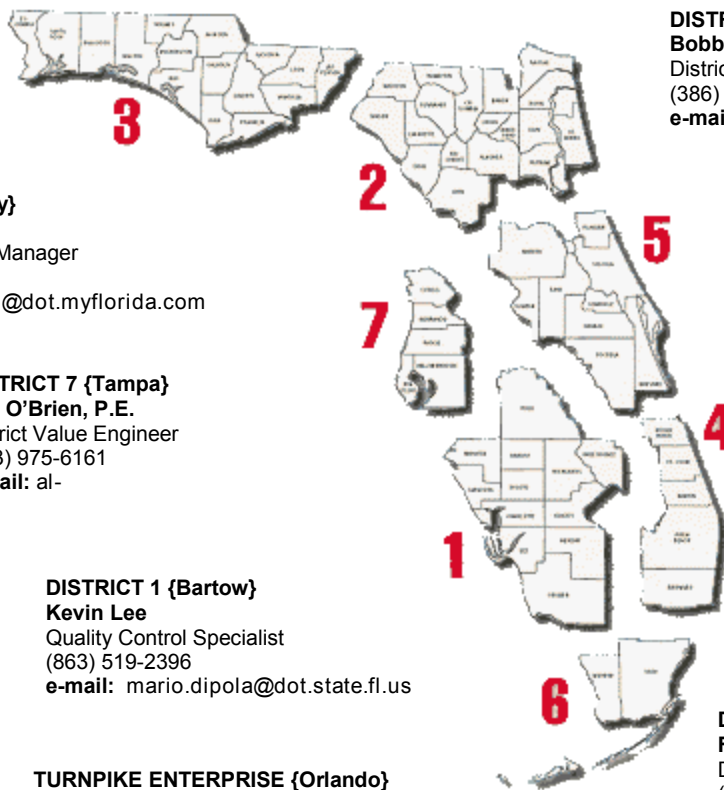
Forty-two Cost Savings Initiative (CSI)'s Proposals were submitted during fiscal year 20012/20013. During this same period, the districts acted on 37 proposals totaling more than \$8.62 million and approving 31 of the proposals. The implemented savings from the 31 approved CSI's was \$8.22 million. The approved CSI proposals resulted in a 0.69% project saved and a 0.27% program saved. There are currently seven pending CSI's totaling \$3.17 million in potential project savings.

# Program Organization

**Mission:** Administer the Florida Department of Transportation Value Engineering and Cost Savings Initiative Programs, satisfying the needs of the stakeholders.

**Vision:** Value Engineering . . . providing an effective support function which maximizes project and process value for the transportation systems in the State of

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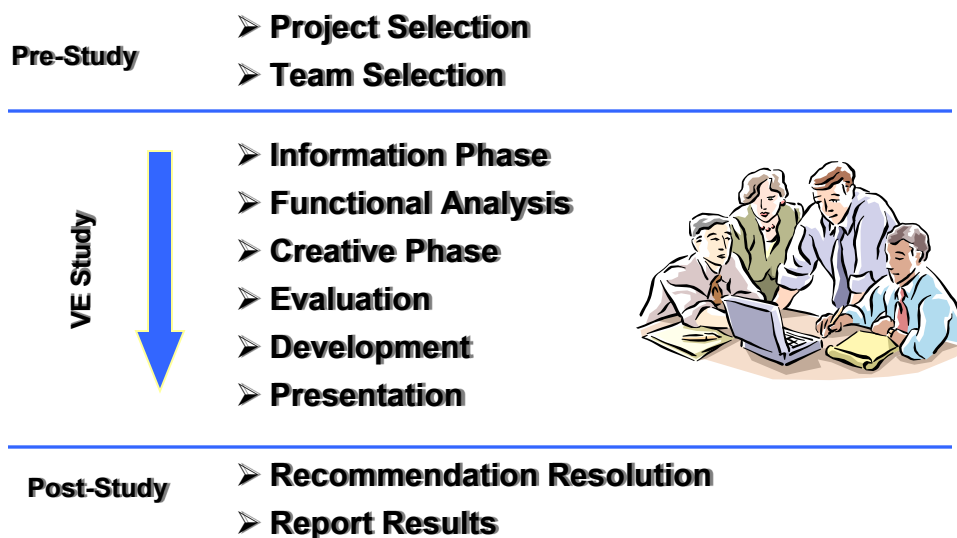
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# Value Engineering Overview

## What is Value Engineering

Value Engineering (VE) is the formal application of a proven and effective tool used to improve the value of a project, product or service. VE strives to optimize the use of allocated funds without reducing the quality or performance. A multi-disciplined team is assembled and the six phases of the VE Job Plan (Information, Functional Analysis, Creative, Evaluation, Development and Presentation) are used to guide the team through the process.

### VE Job Plan



The administration of the VE Program can be broken down into the following key processes.

Pre-Study	Study	Post Study
Project Selection	Conduct VE Study	Recommendation Resolution
Team Selection		Report Results

# Value Engineering Overview

## Performance Measures

The VE Program and the Cost Savings Initiative (CSI) Program are managed through the use of the Process Control Systems found in Appendix B. Each process has a set of Quality and In-Process measures that are used to evaluate the performance of the program. The Quality Measures for the overall VE program are defined below.

VE Program	
Quality Measure	Calculation
Q1: Approved Cost Avoidance Recommendations	Sum of all approved cost avoidance/ savings recommendations
Q2: Approved Value Added Recommendations	Sum of all approved value added recommendations
Q3: Adoption Rate	$\frac{\# \text{ of Approved Recommendations}}{\# \text{ of Proposed Recommendations}}$
Q4: Percent Project Saved	$\frac{\text{Value of Approved Recommendations}}{\text{Total Project Costs}}$
Q5: Percent Program Saved	$\frac{\text{Value of Approved Recommendations}}{\text{3 Year Monthly Average Lettings}}$
Q6: Return on Investment (only reported annually)	$\frac{\text{Value of Approved Recommendations}}{\text{Total cost of VE Program}}$

# Cost Savings Initiative Overview

## What is Cost Savings Initiative

The Cost Savings Initiative Program offers an opportunity for the contractor to propose cost savings ideas prior to work beginning and as work progresses on a project. Contractors can demonstrate their innovation and ingenuity by proposing ideas that contribute to the cost effectiveness of the project. The contractors are then rewarded for this ingenuity and innovation by sharing in any project savings generated from an approved Cost Savings Initiative (CSI) proposal.

## Performance Measures

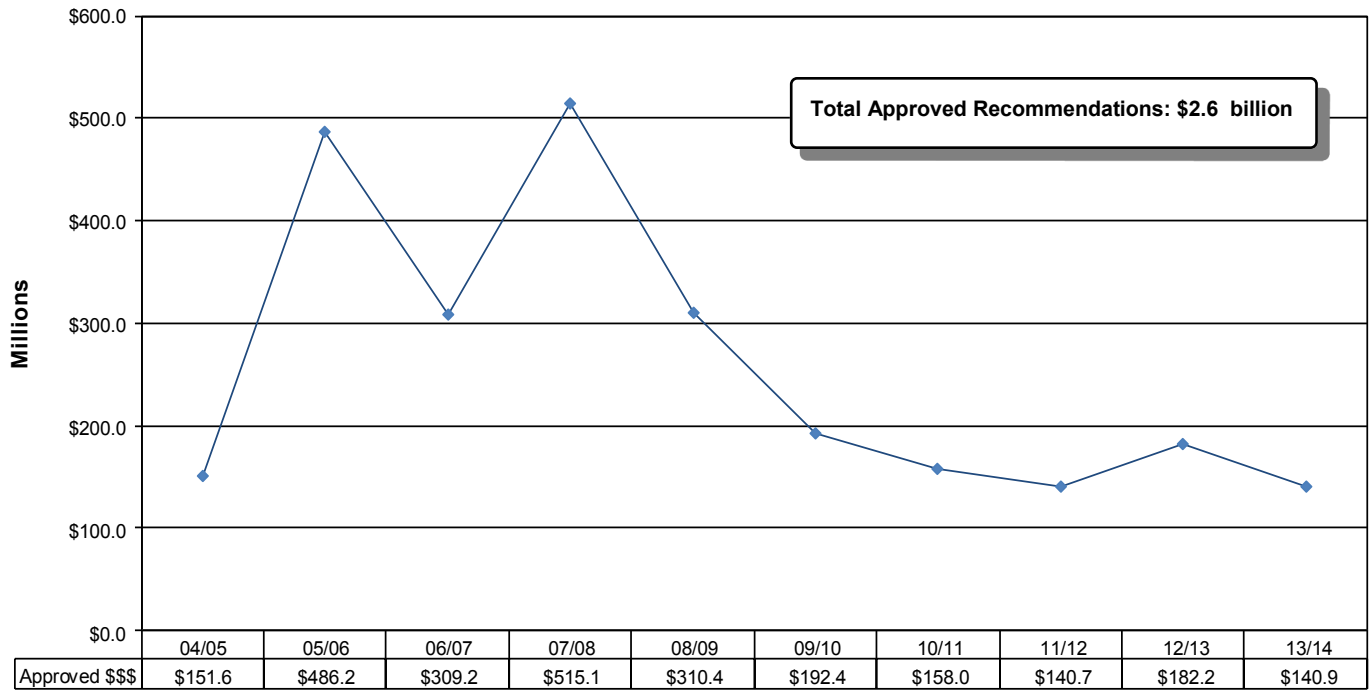
CSI Program	
Q1: Number of CSI's	Sum of all CSI's
Q2: Approved Cost Savings	Sum of all approved CSI savings
Q3: Percent Project Saved	$\frac{\text{Value of Approved Proposals}}{\text{Total Project Costs}}$
Q4: Percent Program Saved	$\frac{\text{Value of Approved Recommendations}}{\text{3 Year Monthly Average Lettings}}$

**Fiscal Year 2012/2013  
Value Engineering  
Performance Measures**

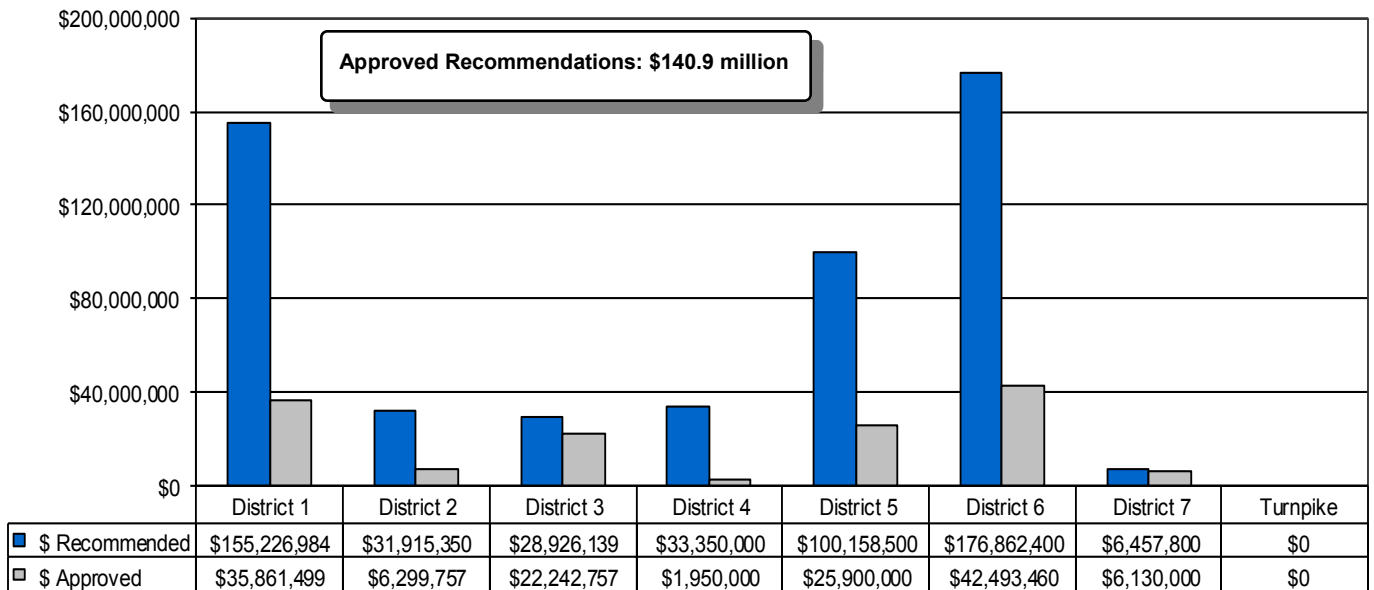


# Adopted Recommendations

**Q1: Annual Approved Cost Avoidance/Savings**

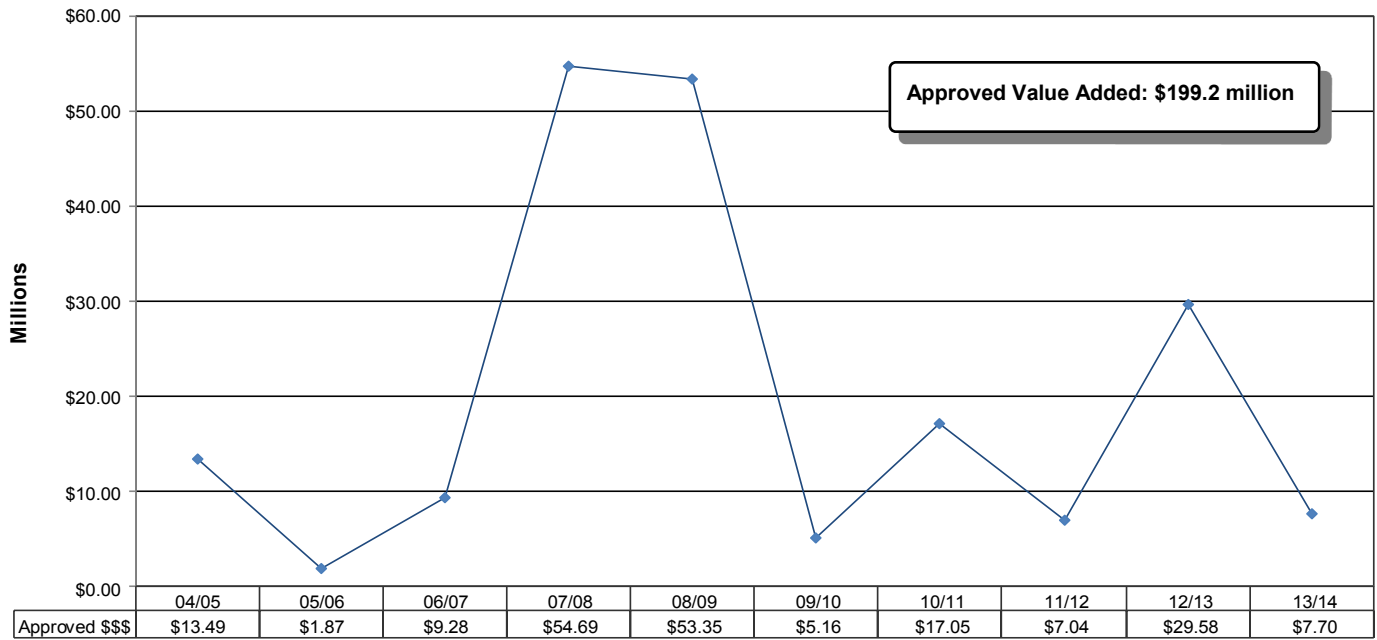


**Q1: Cost Avoidance Recommendations**  
Annual Report FY 2013/2014

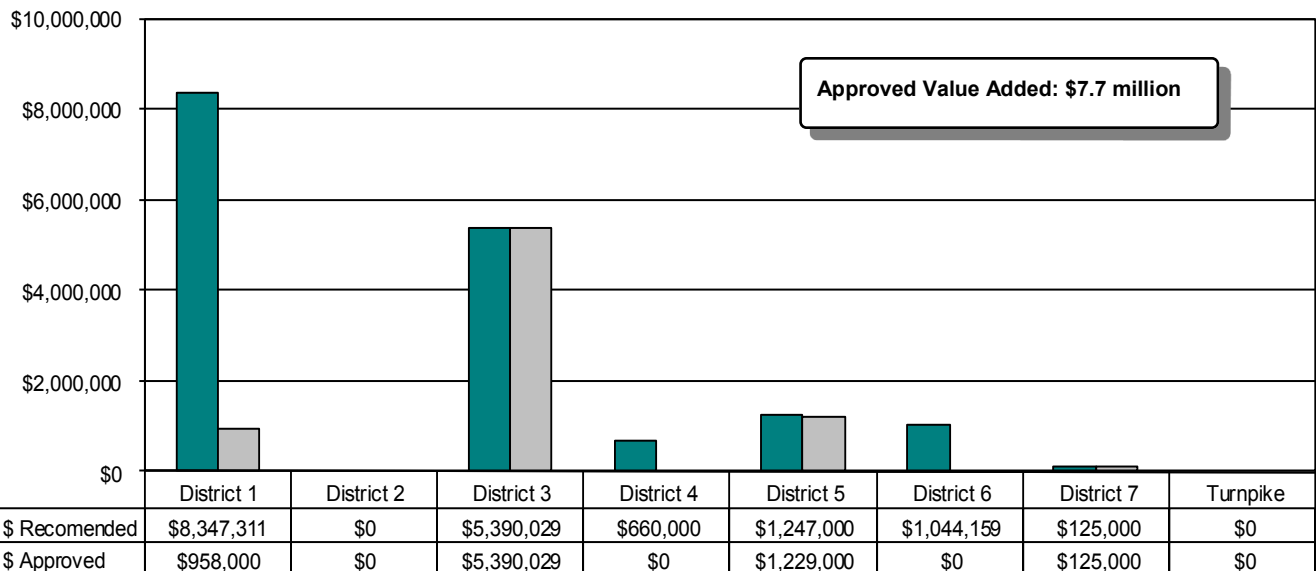


# Adopted Recommendations

**Q2: Annual Approved Value Added Recommendations**



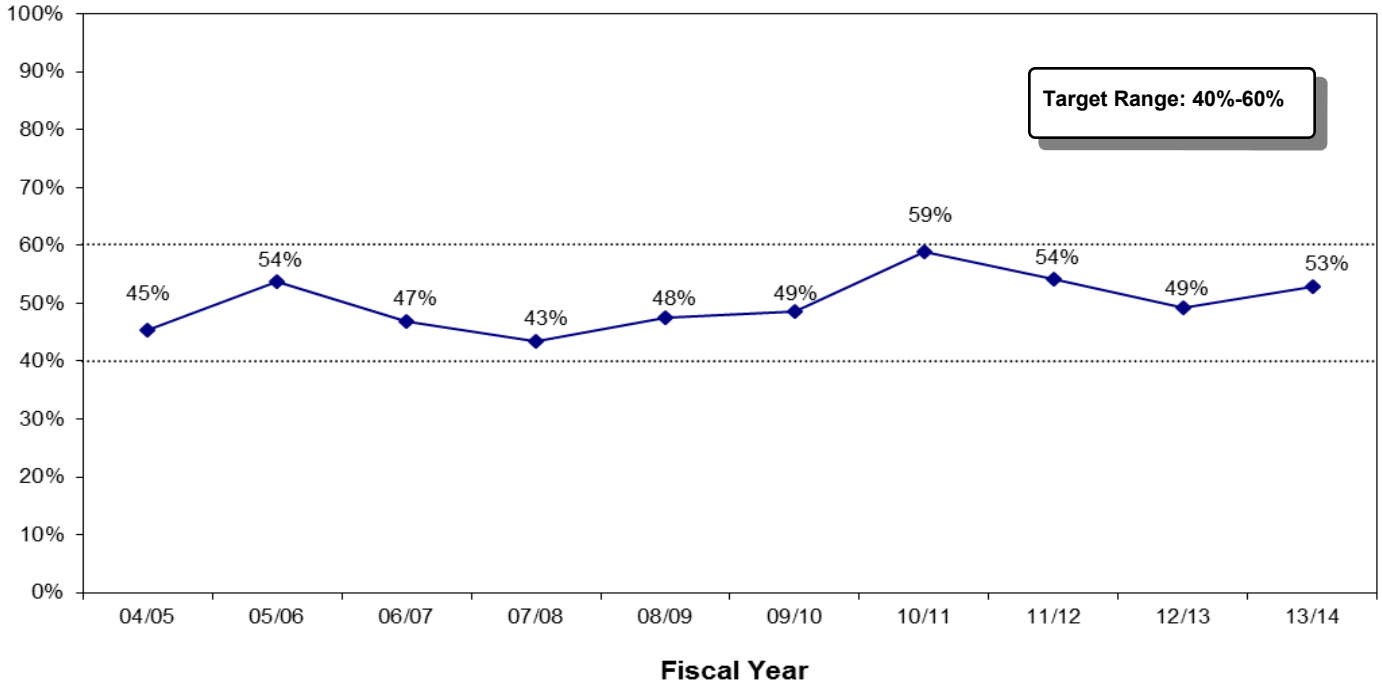
**Q2: Value Added Recommendations  
Annual Report FY 2013/2014**



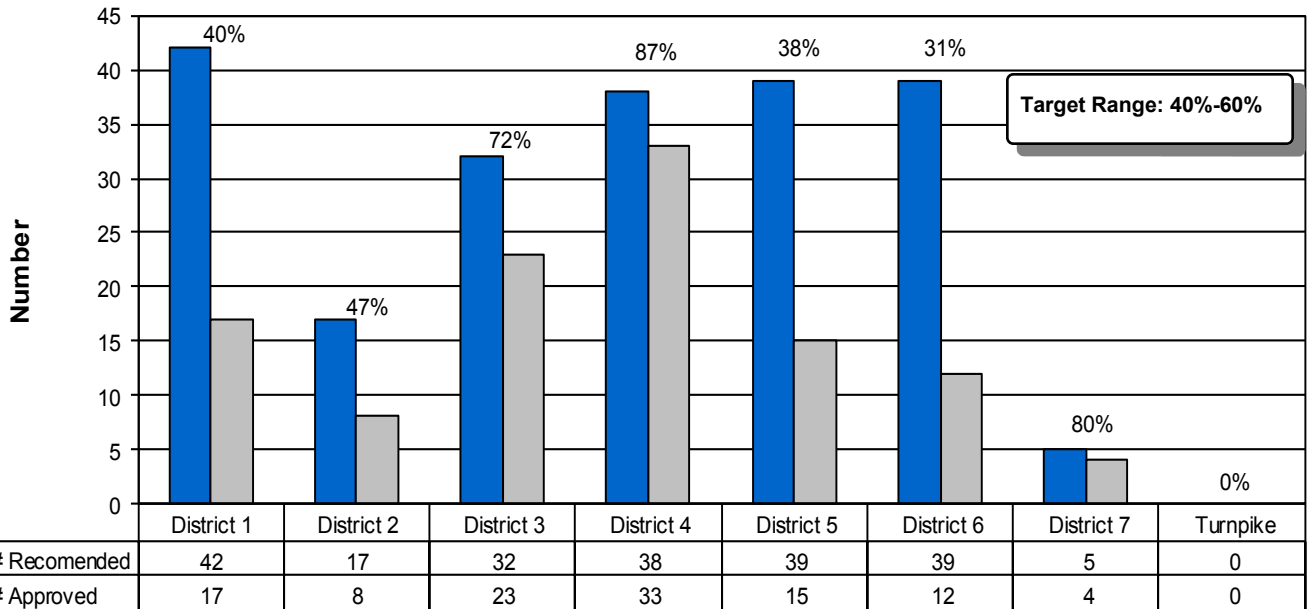
\* A Value Added Recommendation significantly increases the performance of a function while also increasing the cost.

# Adoption Rates

### Q3: Annual Adoption Rate

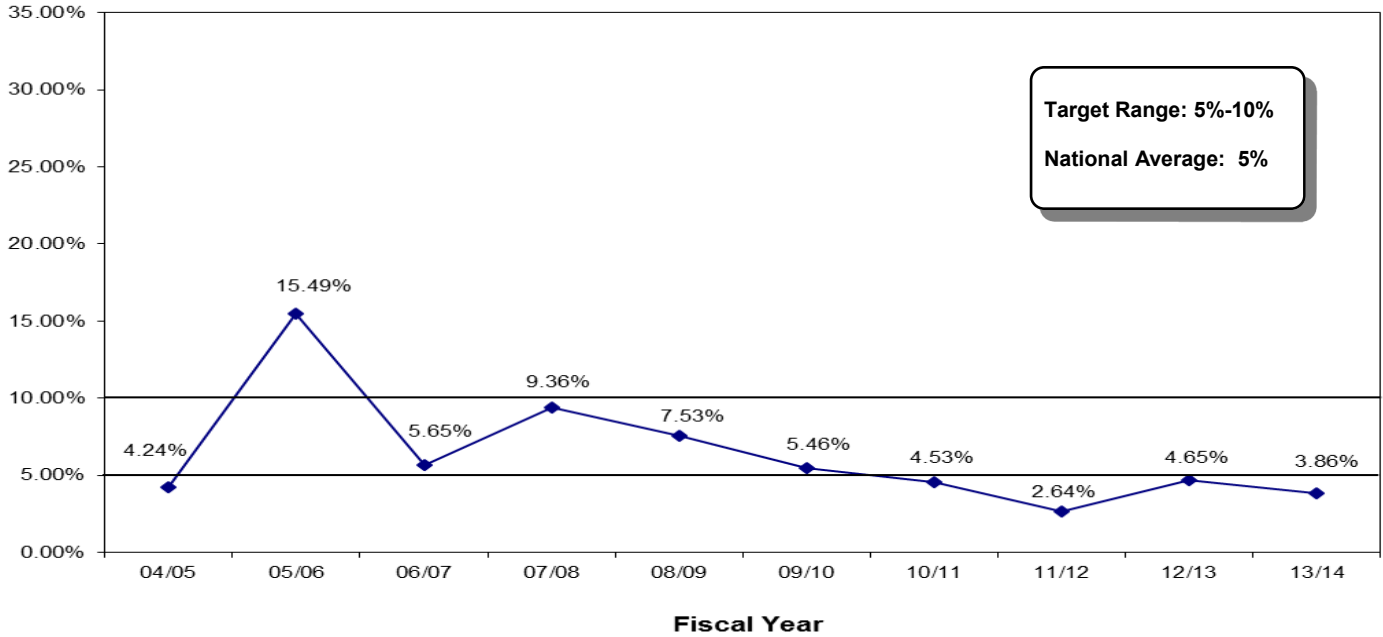


### Q3: Adopted Recommendations Annual Report FY 2013/2014

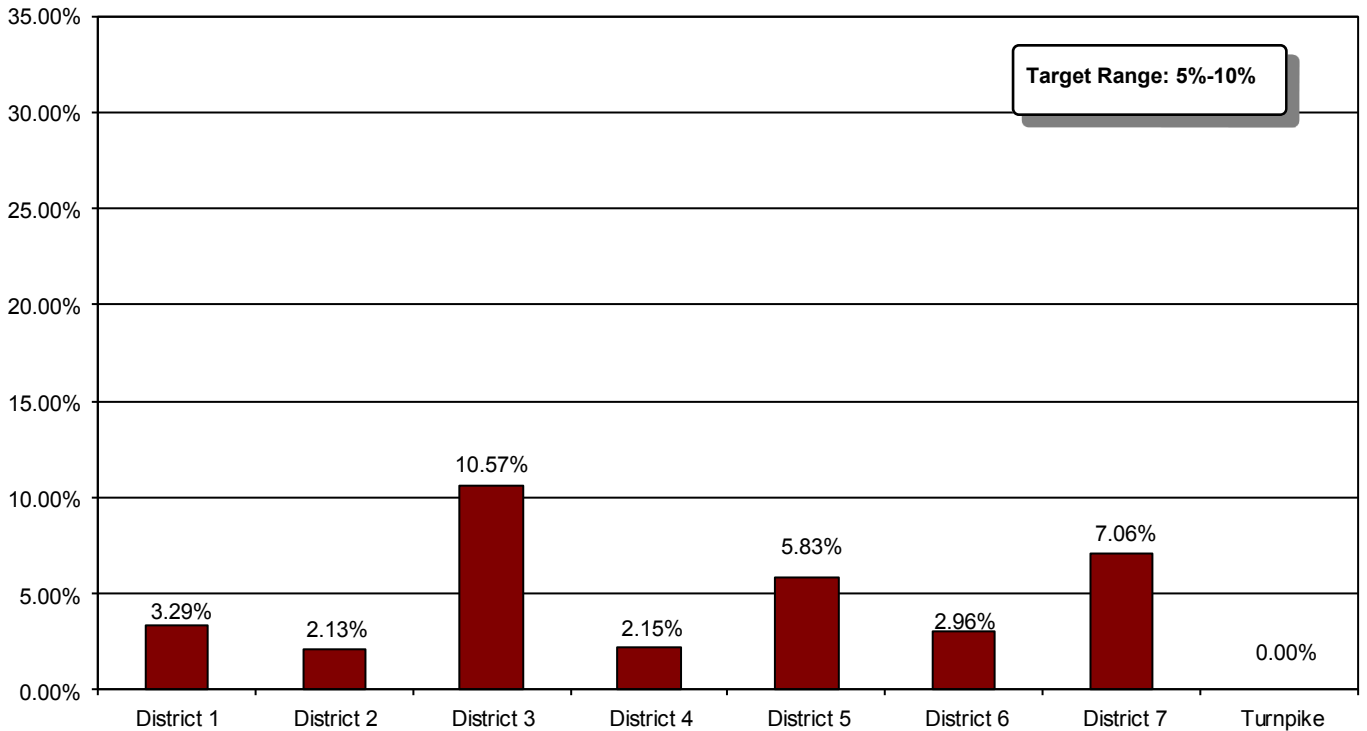


# Percent Project Saved

**Q4: Annual Percent Project Saved**

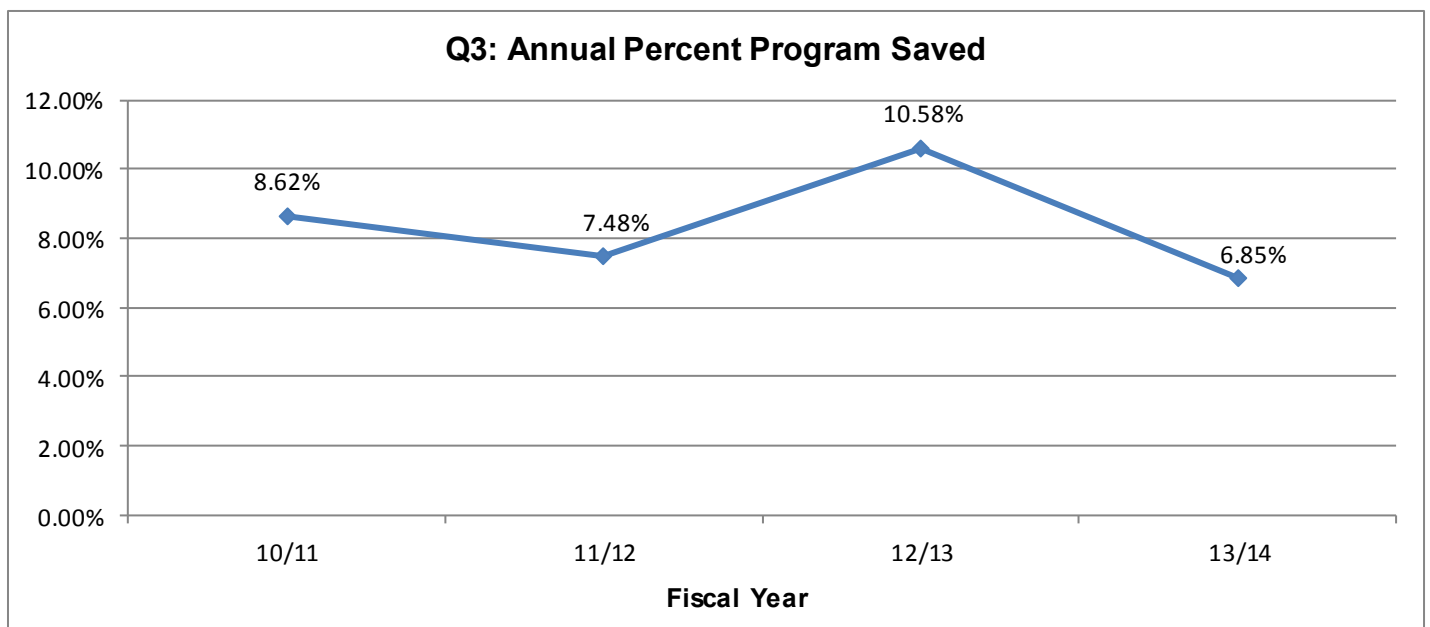
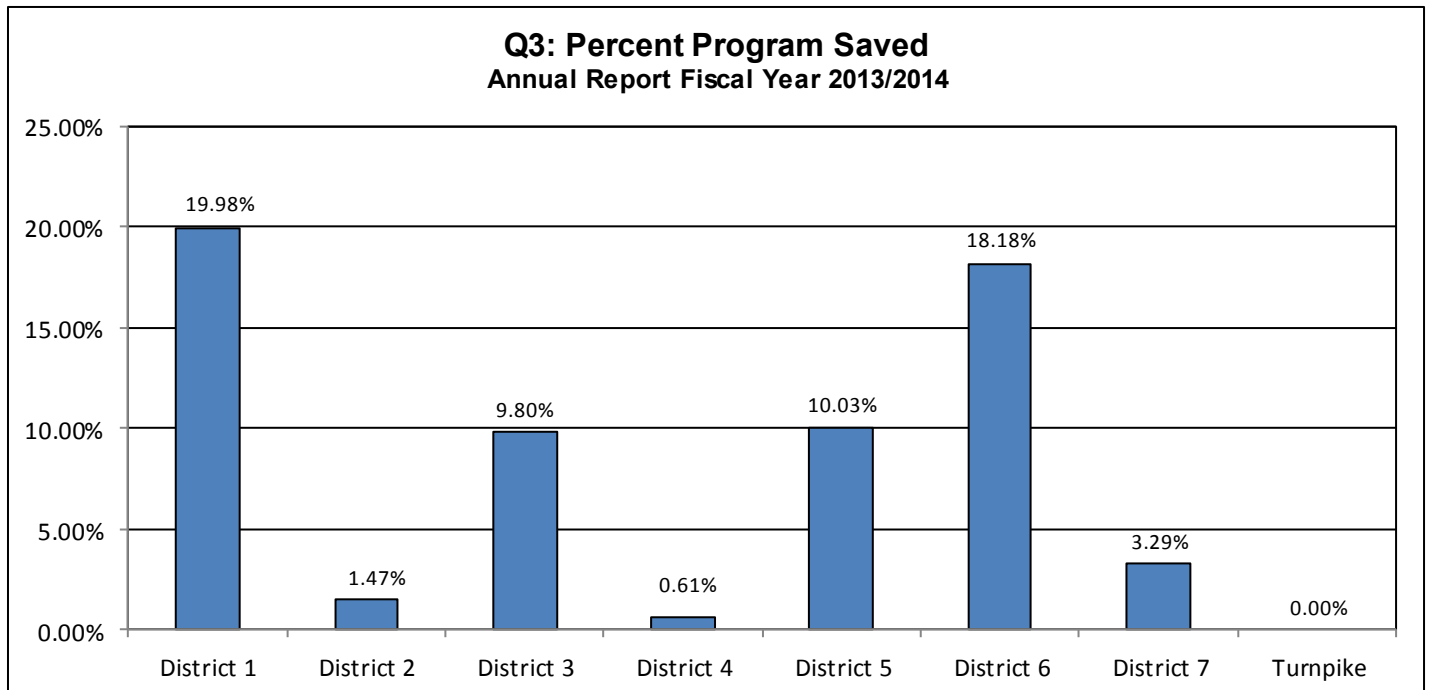


**Q4: Percent Project Saved  
Annual Report Fiscal Year 2013/2014**



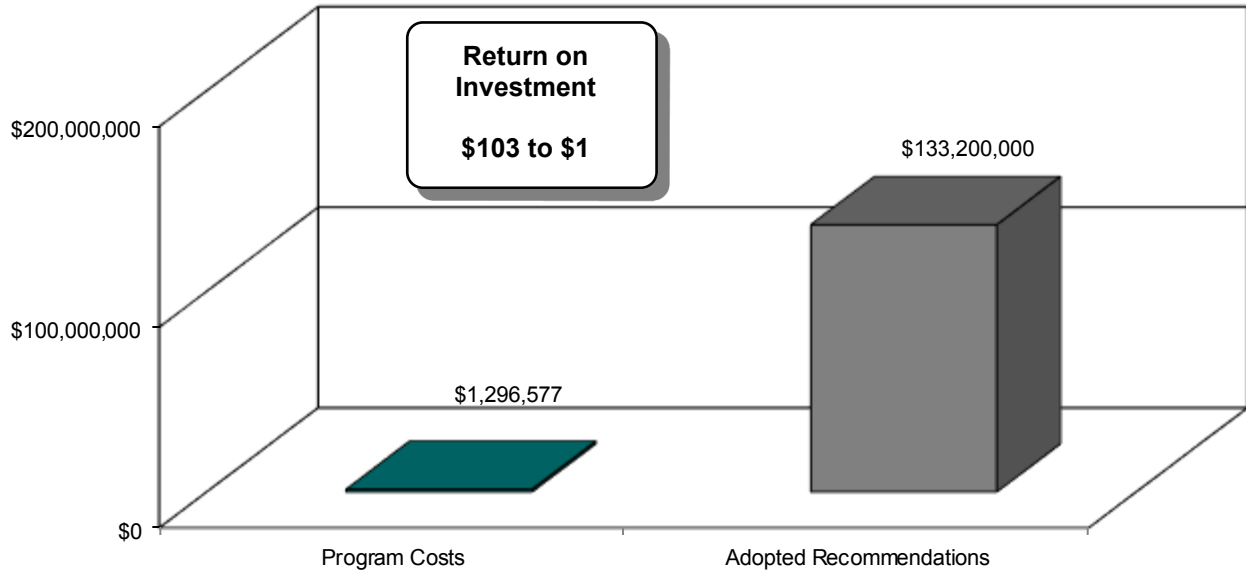
# Percent Program Saved

The Percent Program Saved is a new measure. The intent is to compare the cost avoidance/savings to the overall work program. The measure is calculated by dividing the three year average monthly lettings into the overall cost avoidance/savings.

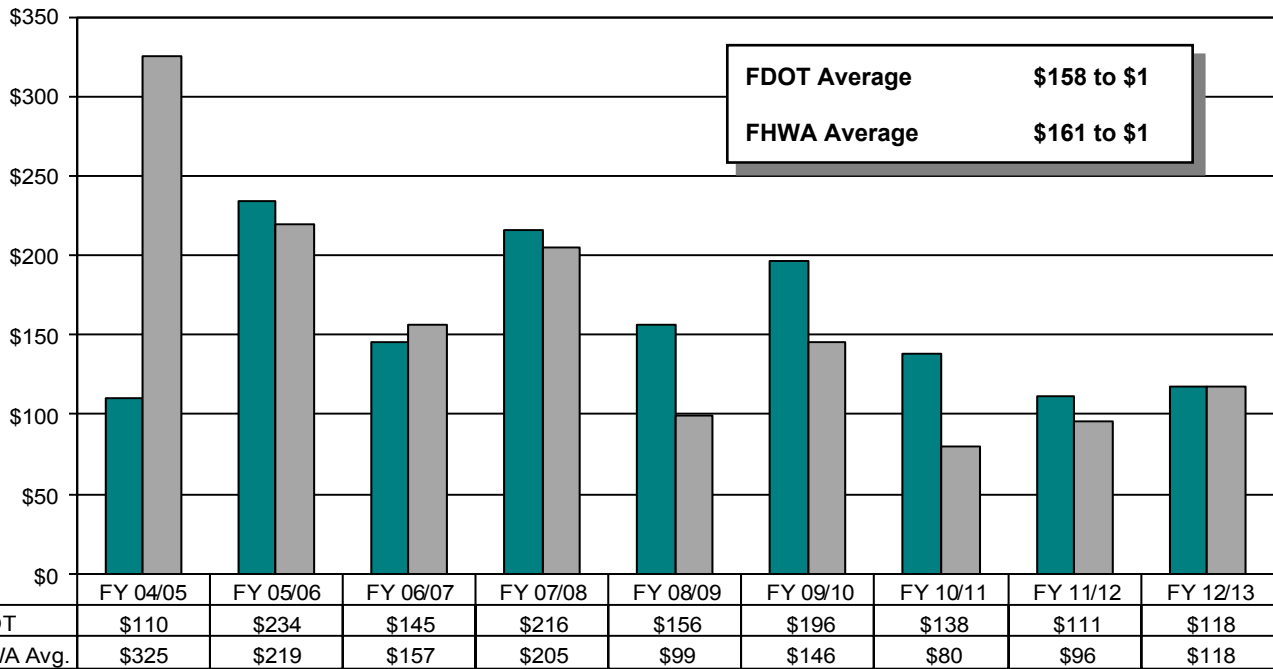


# Return on Investment

**Q5: Return on Investment**  
Annual Report Fiscal Year 2013/2014



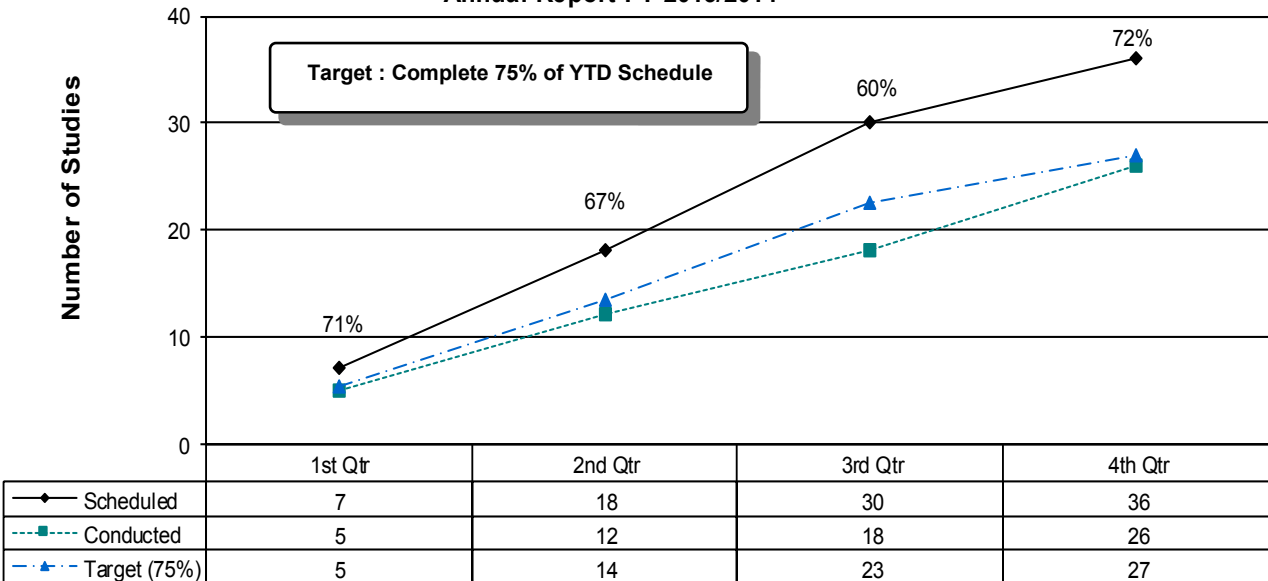
**Q5: Annual Return on Investment**



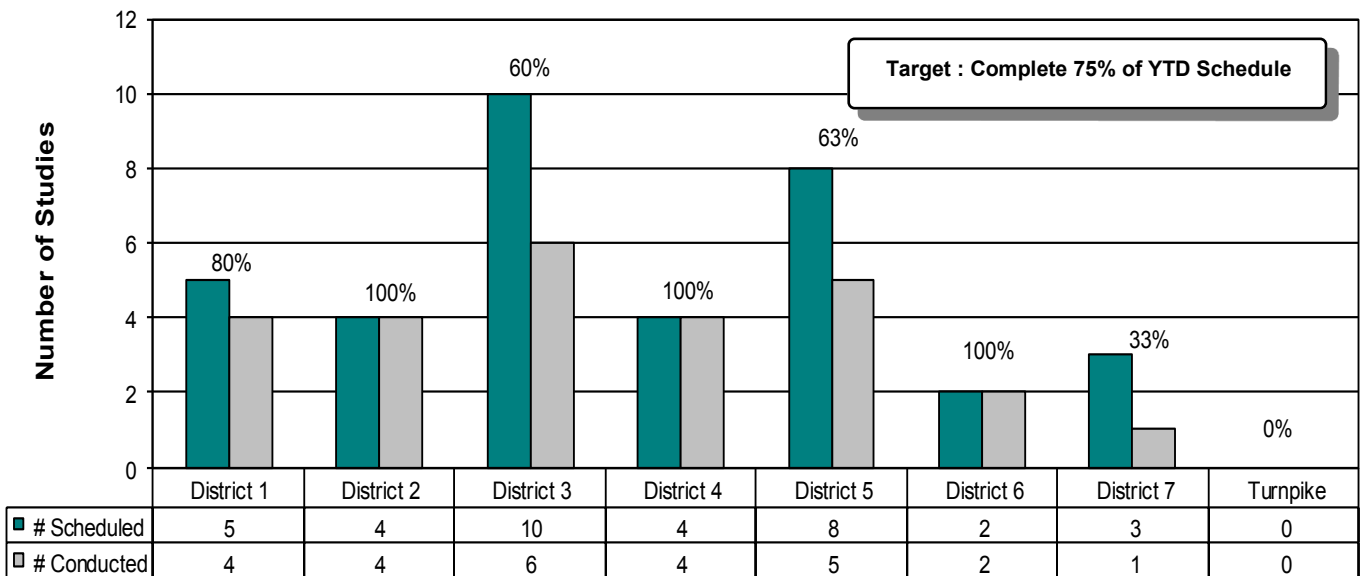
\* FHWA data for fiscal year 2013/2014 was not available at time of publication.

# Work Plan Completion

**P1: VE Studies Scheduled vs. Completed**  
Annual Report FY 2013/2014

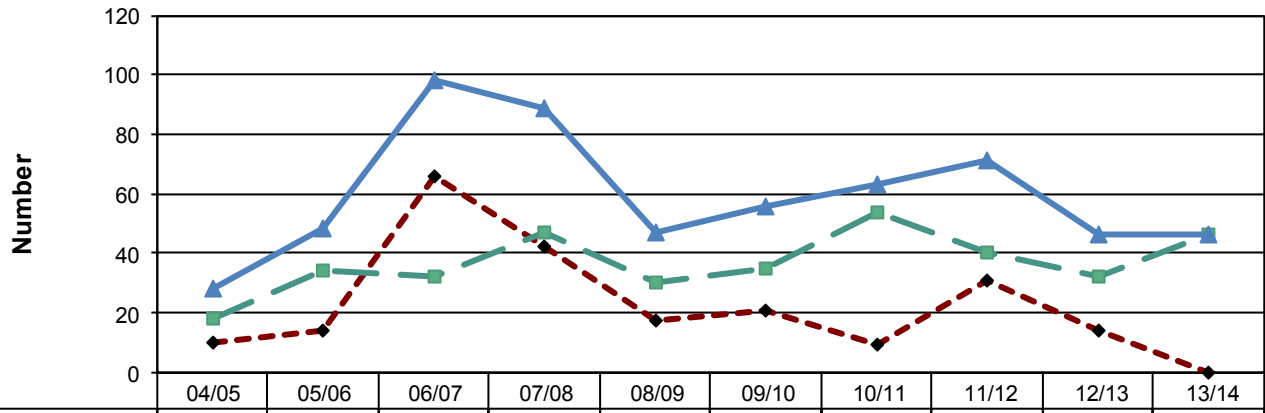


**P1: VE Studies Scheduled vs Completed**  
Annual Report FY 2013/2014



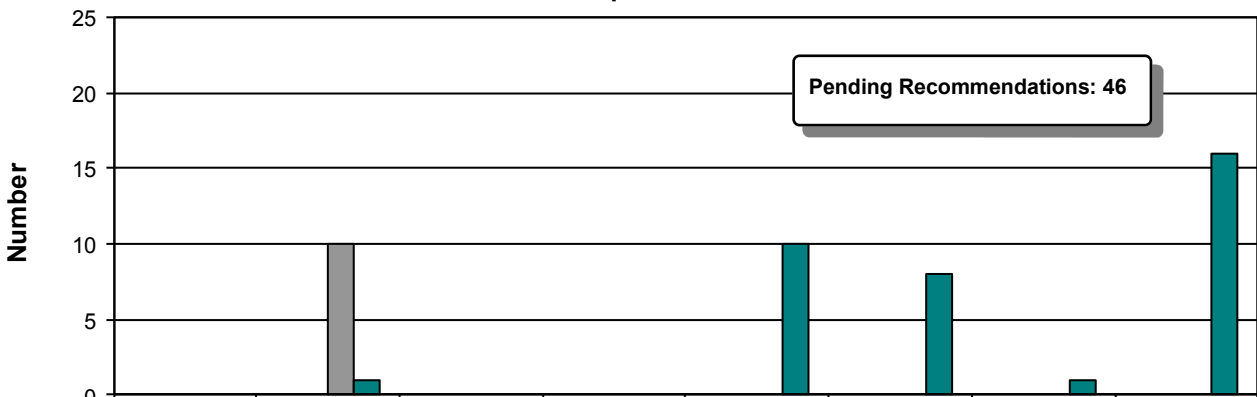
# Pending Recommendations

**P4: Annual # Pending Recommendations**  
Annual Report FY 2013/2014



	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14
0 - 6 Months	10	14	66	42	17	21	9	31	14	0
> 7 Months	18	34	32	47	30	35	54	40	32	46
Total	28	48	98	89	47	56	63	71	46	46

**P4: # Pending Recommendations**  
Annual Quarter Report FY 2013/2014



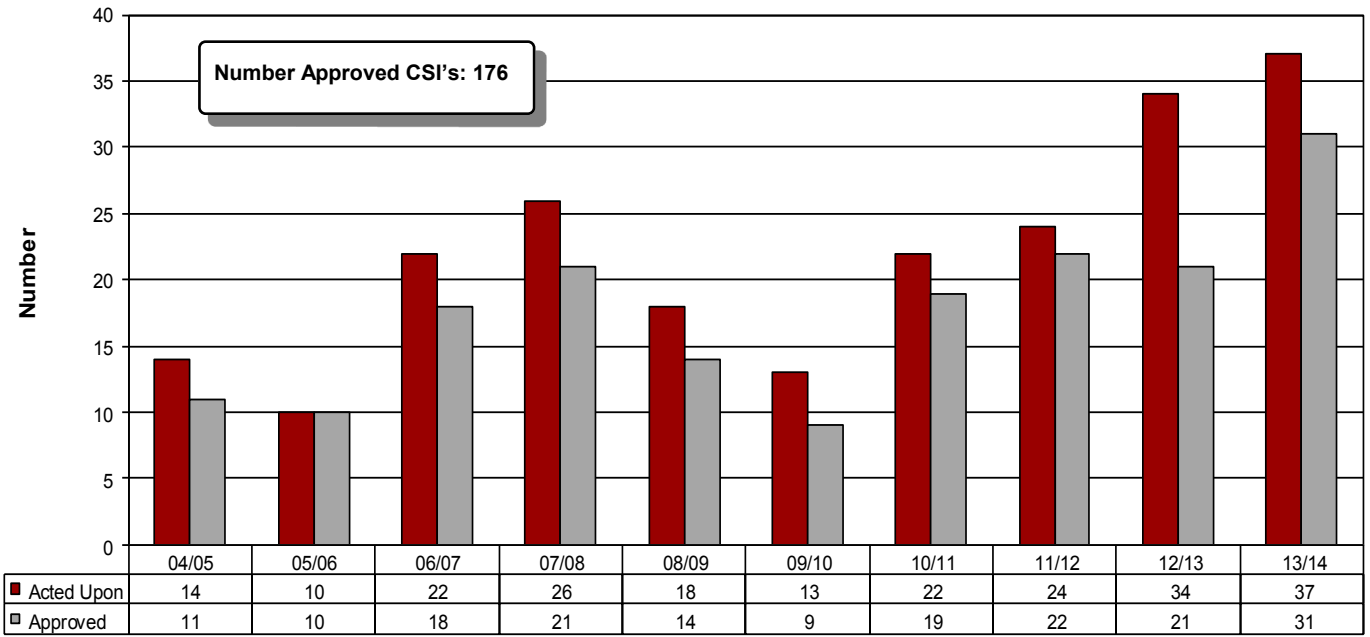
	District 1	District 2	District 3	District 4	District 5	District 6	District 7	Turnpike
0 - 3 Months	0	0	0	0	0	0	0	0
4 - 6 Months	0	0	0	0	0	0	0	0
7 - 12 Months	0	10	0	0	0	0	0	0
> 12 Months	0	1	0	0	10	8	1	16



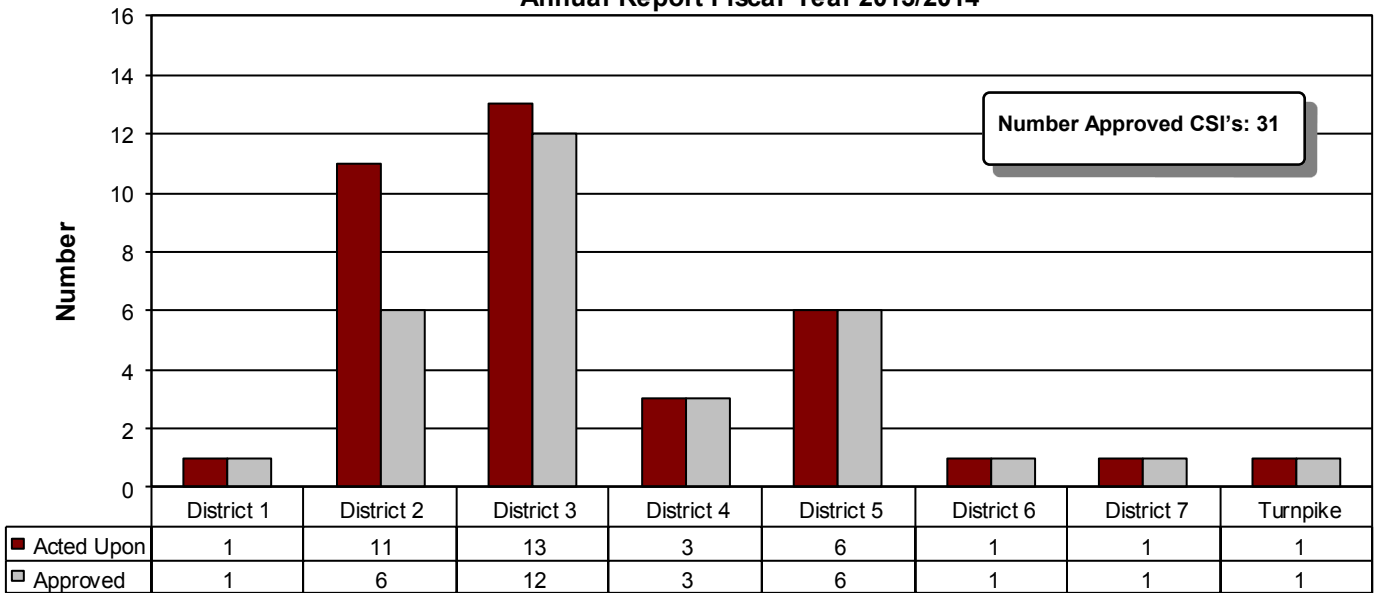
**Fiscal Year 2013/2014  
Cost Savings Initiative  
Performance Measures**

# CSI Summary

**Q1: Annual CSI (VECP's) Acted Upon**



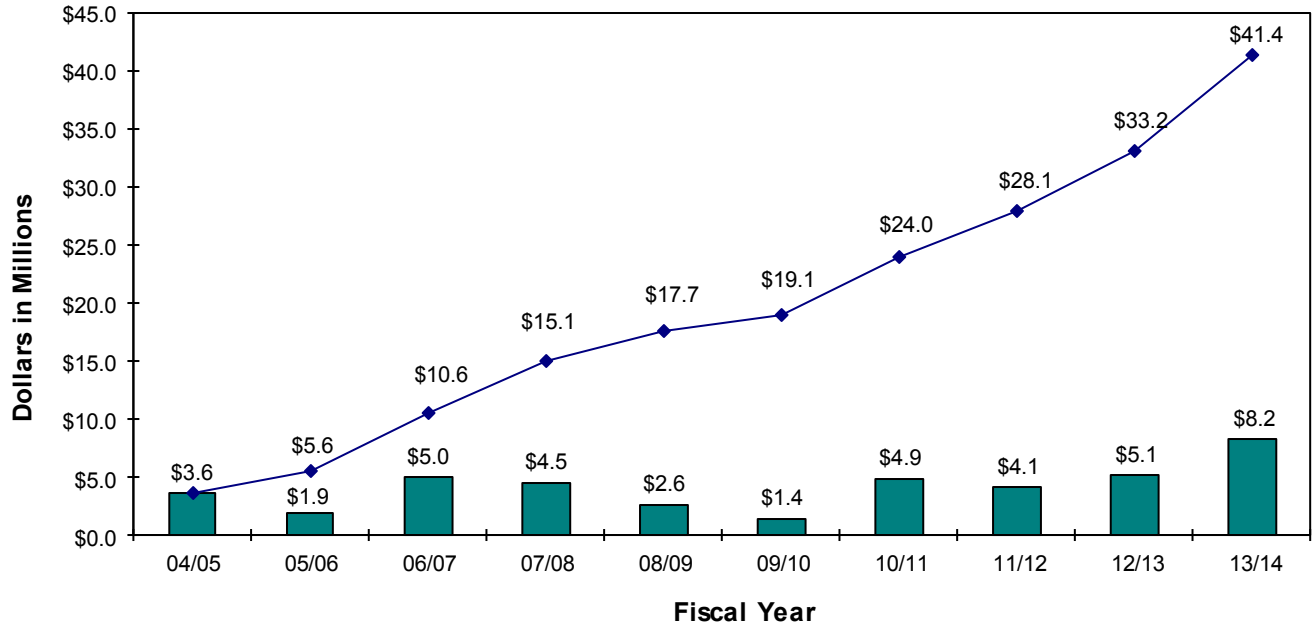
**Q1: CSI's Acted Upon  
Annual Report Fiscal Year 2013/2014**



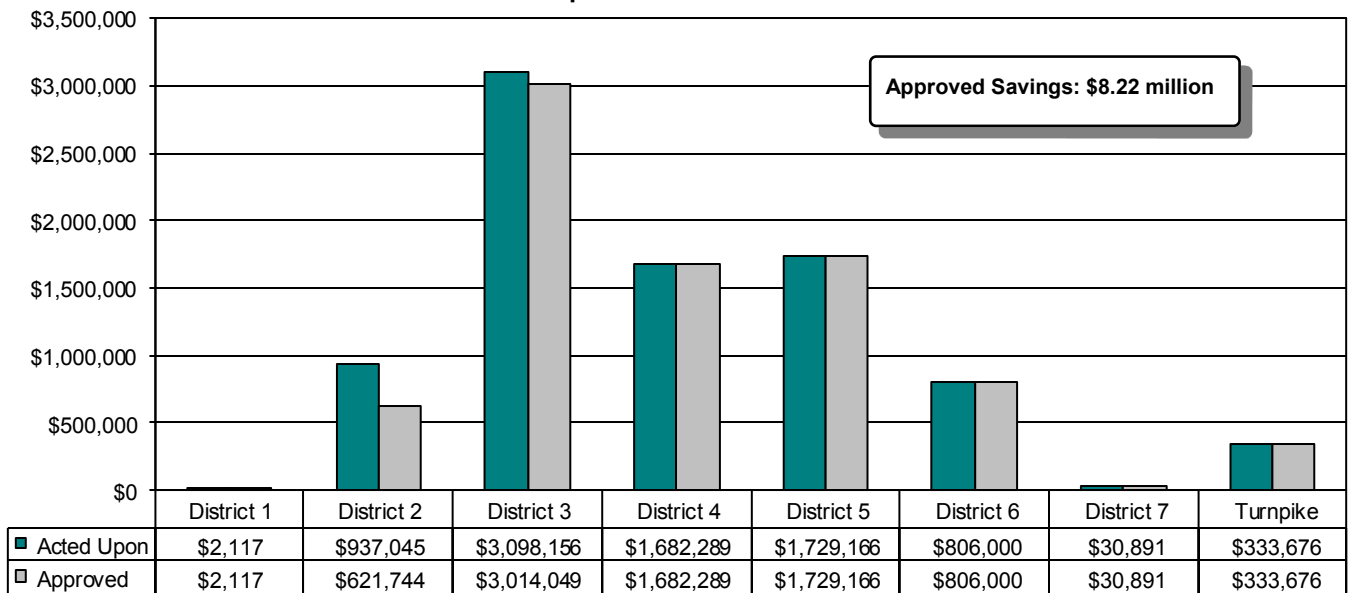
\* Prior to fiscal year 2010/2011, Cost savings Initiatives (CSI) were formerly referred to as Value Engineering Change Proposals (VECP's).

# CSI Approved Savings

**Q2: Cumulative CSI (VECP) Construction Cost Savings**



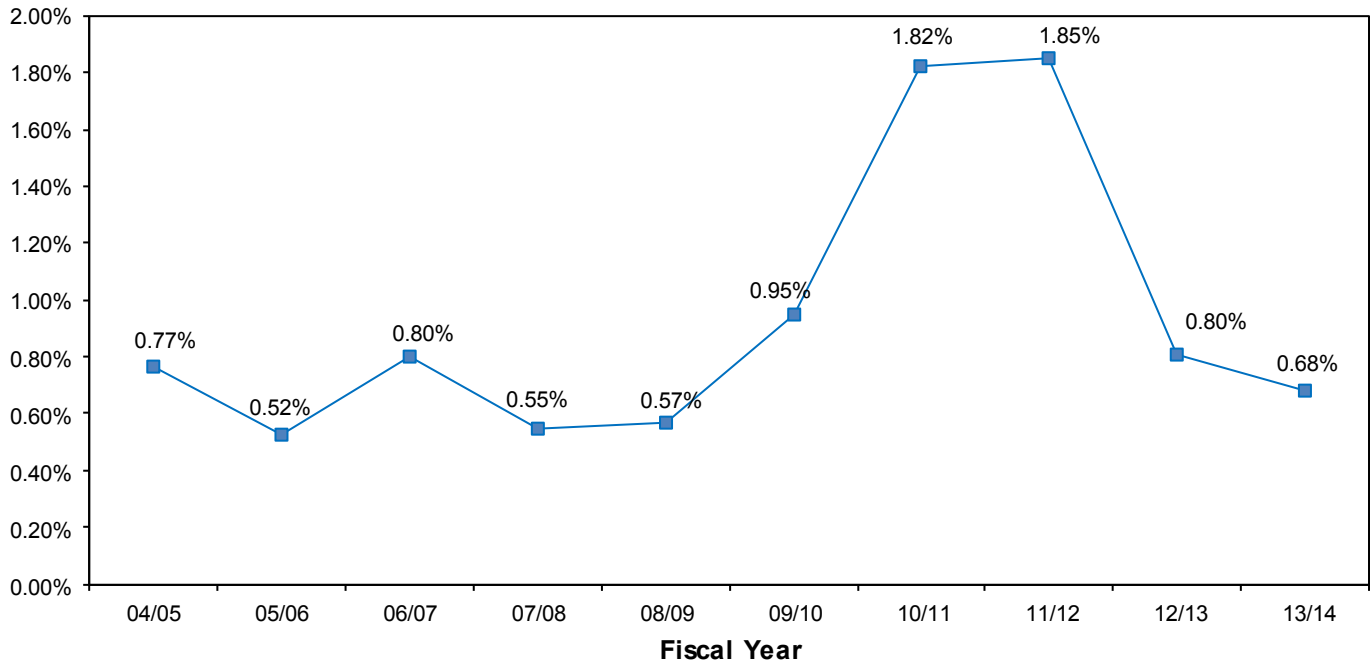
**Q2: Approved CSI Savings  
Annual Report Fiscal Year 2013/2014**



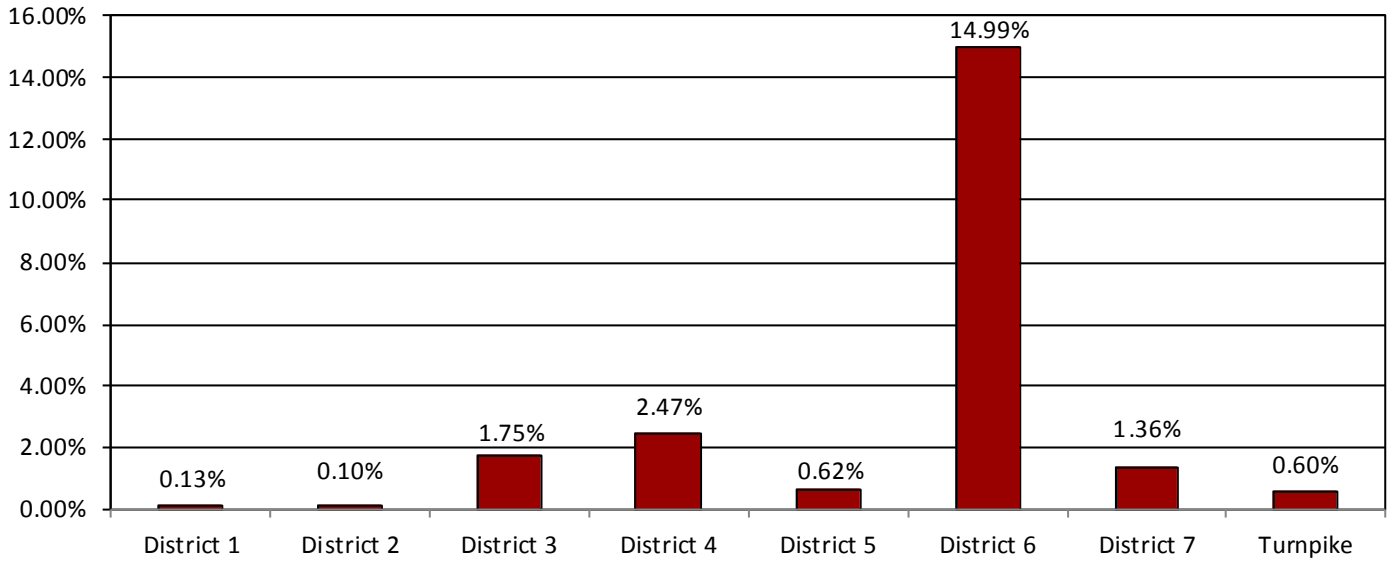
\* Prior to fiscal year 2010/2011, Cost savings Initiatives (CSI) were formerly referred to as Value Engineering Change Proposals (VECP's).

# CSI Percent Project Saved

**Q3: CSI (VECP) Annual Percent Project Saved**



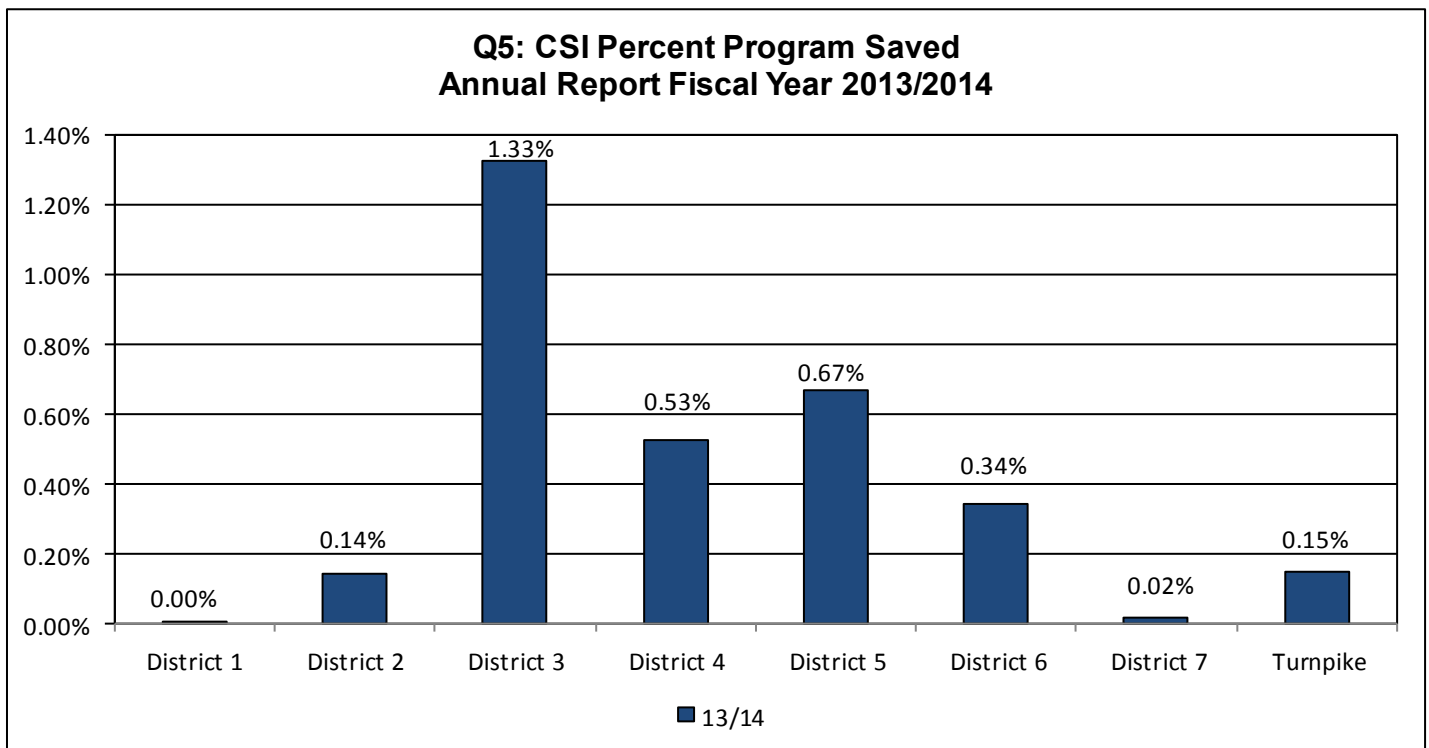
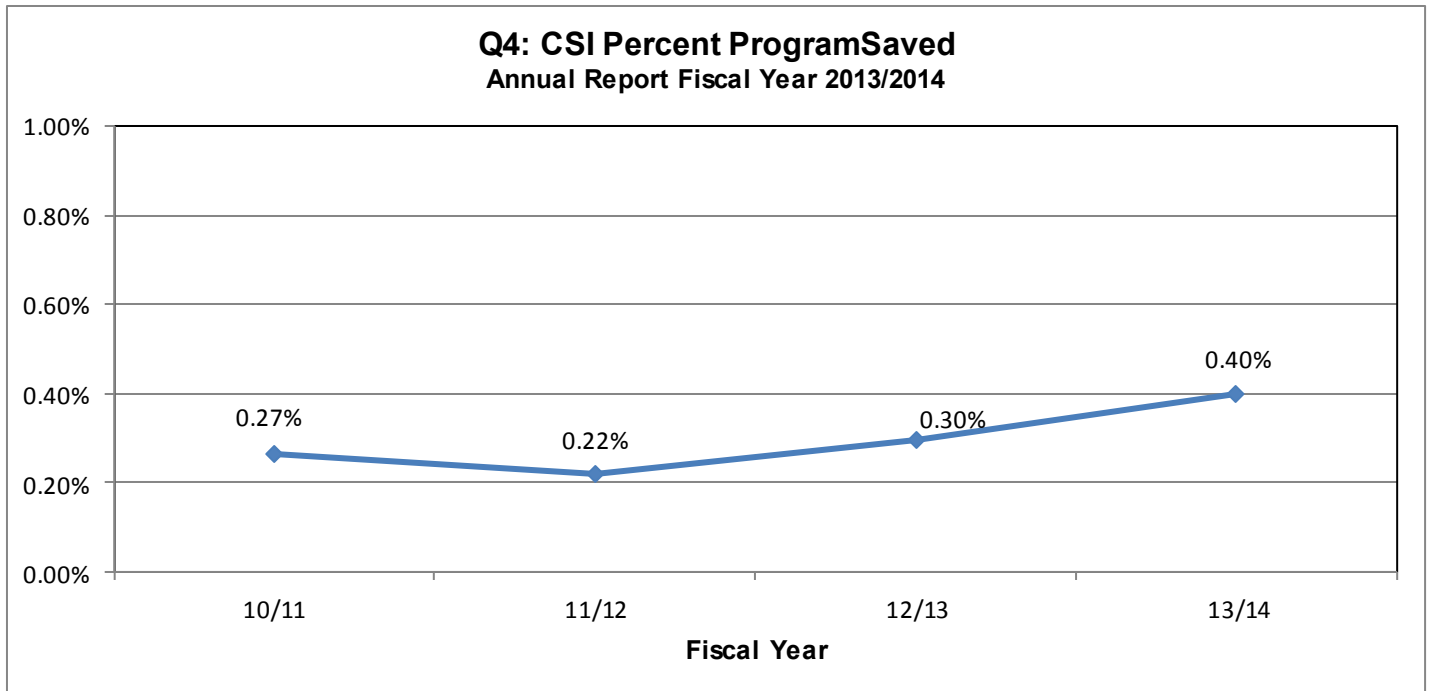
**Q4: CSI Percent Project Saved  
Annual Report Fiscal Year 2013/2014**



\* Prior to fiscal year 2010/2011, Cost savings Initiatives (CSI) were formerly referred to as Value Engineering Change Proposals (VECP's).

# CSI Percent Program Saved

The Percent Program Saved is a new measure. The intent is to compare the cost avoidance/savings to the overall work program. The measure is calculated by dividing the three year average monthly lettings into the overall cost avoidance/savings.



# **Appendix**

## **Process Control Systems**

# Process Control System

Process Control System		<b>Process Name:</b> Value Engineering Program <b>Supplier(s):</b> Work Program	<b>Product/Service:</b> Perform Value Engineering analysis on selected projects and document findings <b>Primary Customers:</b> Management <b>Regulators:</b> FHWA	<b>Customer's Valid Requirement(s):</b> Effective use of resources to produce a quality transportation system. <b>Regulators' Valid Requirement(s):</b> Projects with total costs of \$25 million or more have a VE study performed during the design process.	Miscellaneous Information		
Flow Chart		Process and Quality Measures (QA/QC)			Checking / Measurement Monitoring		
Step / Time	Dept / Person	Process Measures	Control Limits	Checking Item	Timeframe (Frequency)	Responsibility	
		Quality Measures	Specs / Targets	What is to be checked?	When to check?	Who will check?	
PROJECT SELECTION	DISTRICT VALUE ENGINEER	P1: % scheduled studies completed P2: # projects > \$25 million never studied P3: % projects studied in PDE	75%  0  75%	VER & Work Plan  Work Program  VER	Quarterly  Annual  Quarterly	SVE  SVE  SVE	D1: 11/2006 D2: 12/2006 D3: 12/2006 D4: 5/2007 D5: 1/2007 D6: 5/2007 D7: 11/2006 TPK: 1/2007
TEAM SELECTION	STATE VALUE ENGINEER	P4: # of pending rec. per time perio C1: \$\$\$ Saved per time period C2: Value Added \$\$\$ per time period C3: Adoption Rate C4: Percent Saved C5: Return on Investment C6: % Customer Satisfaction		VER	Quarterly	SVE	
STUDY	VALUE ENGINEERING TEAM				Quarterly	SVE	
RESOLUTION	STATE VALUE ENGINEER				Quarterly	SVE	
REPORTING	STATE VALUE ENGINEER			Surveys	Annual	DVE	CODES: C - Compliance NC - Noncompliant BP - Best Practice

Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Process Owner: State Value Engineer Rev #: 1.5 Rev Date: 10/2007

# Process Control System

<b>Process Name:</b> Value Engineering Project Selection	<b>Product/Service:</b> Develop a Value Engineering Work Plan by July 1 of each fiscal year.	<b>Primary Customers:</b> District Management, State Value Engineer. <b>Partners:</b> FHWA	<b>Valid Requirement(s):</b> All projects with the most potential for improvement have a VE Analysis.	<b>Regulator's Valid Requirement(s):</b> All projects on the NHS system with estimated total costs > \$25 million have a VE analysis	<b>Miscellaneous Information</b> - Abbreviations - Procedure Reference - Notes, etc.  Federal Regulation 23 CFR 627  VE Procedure 625-030-002  AASHTO Guidelines for VE  NCHRP Synthesis 352 - Value Engineering Applications in Transportation
<b>Input(s):</b> Projects <b>Supplier(s):</b> Work Program	<b>Flow Chart</b>				
Dept / Person Step / Time	DISTRICT VALUE ENGINEER	DISTRICT MANAGEMENT	STATE VALUE ENGINEER		
NEED					
REVIEW					
DEVELOP					
APPROVAL					
DISTRIBUTE					
EXECUTE					
<b>Process and Quality Indicators</b>		<b>Checking / Indicator Monitoring</b>			<b>Miscellaneous Information</b>
Process Indicators Quality Indicators	Control Limits Specs / Targets	Checking Item What is to be checked?	Timeframe (Frequency) When to check?	Responsibility Who will check?	OAR Date of Last Review
<ul style="list-style-type: none"> <li>① % work plans approved by July 1</li> <li>② % scheduled studies completed</li> <li>③ # projects &gt; \$25 million never audited</li> <li>④ % projects audited in Pre-Design phase</li> </ul>	100%	Work Plan Received	Annual	SVE	D1: 11/2006 C
	75%	VER & Work Plan	Quarterly	SVE	D2: 12/2006 C
	0	Work Program	Annual	SVE	D3: 12/2006 C
	60%	VER	Quarterly	SVE	D4: 5/2007 C
					D5: 1/2007 C
					D6: 5/2007 C
					D7: 11/2006 C
					TPK: 12/2007 C
CODES:					
					C - Compliance NC - Noncompliant BP - Best Practice



# Process Control System

<b>Process Name:</b> Value Engineering Team Selection <b>Input(s):</b> Project disciplines <b>Supplier(s):</b> Department Heads, Consultants	<b>Product/Service:</b> Team with the necessary skills and experience to conduct a value engineering analysis <b>Primary Customers:</b> Team Leaders & Team Members <b>Partner:</b> FHWA & Project Manager	<b>Valid Requirement(s):</b> Team makeup has the required disciplines, leadership skills and VE experience to study the selected project... <b>Regulator's Valid Requirement(s):</b> Multi-disciplined team of individuals not personally involved in the design of the project																																																																														
<b>Flow Chart</b>																																																																																
DISTRICT VALUE ENGINEER	DEPARTMENT HEAD	STATE VALUE ENGINEER																																																																														
Dept / Person																																																																																
Step / Time																																																																																
NEED	<pre>                     graph TD                         A[Select VE Team] --&gt; B[Determine required disciplines]                         B --&gt; C{Inhouse Study?}                         C -- YES --&gt; D{DVE Lead Team?}                         C -- NO --&gt; E{District Contract?}                         E -- YES --&gt; F[Request District Consultant Services]                         E -- NO --&gt; G[Request for Consultant to SVE]                         G --&gt; F                         F --&gt; D                         D -- YES --&gt; H[Request Team Leader]                         D -- NO --&gt; I[Request Team Members for each discipline]                         H --&gt; I                         I --&gt; J[Review team selections]                         J --&gt; K{Team acceptable?}                         K -- YES --&gt; L[Send Team Notification]                         K -- NO --&gt; M[Review request]                         M --&gt; N[Make selections &amp; send to DVE]                         N --&gt; J                     </pre>																																																																															
CONSULTANT REQUESTS	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Process Indicators</th> <th style="width: 10%;">Control Limits</th> <th style="width: 10%;">Checking Item</th> <th style="width: 10%;">Timeframe (Frequency)</th> <th style="width: 10%;">Responsibility</th> <th style="width: 10%;">OAR</th> <th style="width: 40%;">Miscellaneous Information</th> </tr> </thead> <tbody> <tr> <td>Q1 # of teams missing required disciplines</td> <td>0</td> <td>VER &amp; VE Study Report</td> <td>Annual</td> <td>SVE</td> <td>D1: 11/2006 C</td> <td>Federal Regulation 23 CFR 627</td> </tr> <tr> <td>Q2 # of teams with more than 2 untrained team members serving as primary team member</td> <td>0</td> <td>VER &amp; VE Study Report</td> <td>Annual</td> <td>SVE</td> <td>D2: 12/2006 C</td> <td>VE Procedure 625-030-002 AASHTO Guidelines for VE</td> </tr> <tr> <td>Q3 # of team leaders not meeting qualifications</td> <td>0</td> <td>VER, VE study report, SAVE, FLPE, TRESS</td> <td>Annual</td> <td>SVE</td> <td>D3: 12/2006 C</td> <td>NCHRP Synthesis 352 - Value Engineering Applications in Transportation</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>D4: 5/2007 C</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>D5: 1/2007 C</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>D6: 5/2007 C</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>D7: 11/2006 C</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>TPK: 1/2007 C</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>CODES:</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>C-Compliance NC- Noncompliant BP Best Practice</td> </tr> </tbody> </table>			Process Indicators	Control Limits	Checking Item	Timeframe (Frequency)	Responsibility	OAR	Miscellaneous Information	Q1 # of teams missing required disciplines	0	VER & VE Study Report	Annual	SVE	D1: 11/2006 C	Federal Regulation 23 CFR 627	Q2 # of teams with more than 2 untrained team members serving as primary team member	0	VER & VE Study Report	Annual	SVE	D2: 12/2006 C	VE Procedure 625-030-002 AASHTO Guidelines for VE	Q3 # of team leaders not meeting qualifications	0	VER, VE study report, SAVE, FLPE, TRESS	Annual	SVE	D3: 12/2006 C	NCHRP Synthesis 352 - Value Engineering Applications in Transportation						D4: 5/2007 C							D5: 1/2007 C							D6: 5/2007 C							D7: 11/2006 C							TPK: 1/2007 C							CODES:								C-Compliance NC- Noncompliant BP Best Practice
Process Indicators	Control Limits	Checking Item	Timeframe (Frequency)	Responsibility	OAR	Miscellaneous Information																																																																										
Q1 # of teams missing required disciplines	0	VER & VE Study Report	Annual	SVE	D1: 11/2006 C	Federal Regulation 23 CFR 627																																																																										
Q2 # of teams with more than 2 untrained team members serving as primary team member	0	VER & VE Study Report	Annual	SVE	D2: 12/2006 C	VE Procedure 625-030-002 AASHTO Guidelines for VE																																																																										
Q3 # of team leaders not meeting qualifications	0	VER, VE study report, SAVE, FLPE, TRESS	Annual	SVE	D3: 12/2006 C	NCHRP Synthesis 352 - Value Engineering Applications in Transportation																																																																										
					D4: 5/2007 C																																																																											
					D5: 1/2007 C																																																																											
					D6: 5/2007 C																																																																											
					D7: 11/2006 C																																																																											
					TPK: 1/2007 C																																																																											
					CODES:																																																																											
						C-Compliance NC- Noncompliant BP Best Practice																																																																										
TEAM SELECTION	<pre>                     graph TD                         A[Review request] --&gt; B[Make selections &amp; send to DVE]                         B --&gt; C[Review team selections]                         C --&gt; D{Team acceptable?}                         D -- YES --&gt; E[Send Team Notification]                         D -- NO --&gt; A                     </pre>																																																																															
NOTIFICATION	<pre>                     graph TD                         A[Send Team Notification]                     </pre>																																																																															

# Process Control System

Process Control System						
<b>Process Name:</b> Conduct Value Engineering Study <b>Product/Service:</b> Completed VE Analysis with a report documenting the findings of the team. <b>Primary Customers:</b> Management & DVE. <b>Partners:</b> FHWA, State Value Engineer		<b>Customer's Valid Requirement(s):</b> Follow the VE Job Plan to produce quality recommendations that can be implemented.		<b>Regulator's Valid Requirement(s):</b> Follow widely recognized systematic problem solving process that is used throughout private industry and government agencies.		
<b>Flow Chart</b>		<b>Process and Quality Indicators</b>		<b>Checking / Indicator Monitoring</b>		
<b>Inputs:</b> Project Information <b>Supplier(s):</b> Project Manager		<b>Process Indicators</b> Process Indicators: Control Limits And Specs / Targets Adoption Rate: 40%-60%		<b>Checking Item</b> What is to be checked? VER		
<b>Flow Chart</b> DISTRICT VALUE ENGINEER VALUE ENGINEERING TEAM						
NEED						
INVESTIGATION						
ANALYSIS						
SPECULATION						
EVALUATION						
DEVELOPMENT						
PRESENTATION						
RESULTS						
<b>Dept / Person</b> DISTRICT VALUE ENGINEER						
<b>Step / Time</b>						
				<b>Timeframe (Frequency)</b> When to check? Quarterly		
				<b>Responsibility</b> Who will check? SVE		
				<b>Date of Last Review</b> D1: 11/2006 D2: 12/2006 D3: 12/2006 D4: 5/2007 D5: 1/2007 D6: 5/2007 D7: 11/2006 TPK: 1/2007		
				<b>Codes:</b> C- Compliance NC- Noncompliant BP Best Practice		
				<b>Miscellaneous Information</b> - Abbreviations - Procedure Reference - Notes, etc. Federal Regulation 23 CFR 627 VE Procedure 625-030-002 1989 AAASHTO Guidelines for VE NCHRP Synthesis 352 - Value Engineering Applications in Transportation		

# Process Control System

<b>Process Name:</b> Value Engineering Recommendation Resolution Process.		<b>Product/Service:</b> Resolution of VE Team Recommendations		<b>Primary Customers:</b> Project Manager, SVE <b>Partners:</b> FHWA		<b>Regulator's Valid Requirement(s):</b> Process to approve or reject recommendations to ensure the prompt review of VE recommendations									
<b>Inputs:</b> Recommendations Supplier(s): VE Team		<b>Flow Chart</b>						<b>Checking / Indicator Monitoring</b>		<b>Miscellaneous Information</b>					
Dept / Person	DISTRICT VALUE ENGINEER	STATE VALUE ENGINEER						Checking Item	Timeframe (Frequency)	Responsibility	Date of Last Review	- Abbreviations - Procedure Reference - Notes, etc.  Federal Regulation 23 CFR 627 VE Procedure 625-030-002 1999 AAASHTO Guidelines for VE NCHRP Synthesis 352 - Value Engineering Applications in Transportation			
Step / Time	NEED							What is to be checked?	When to check?	Who will check?	D1: 11/2006 C				
								Process Indicators	Control Limits	Adoption Rate	# of pending rec. per time period		VER	Quarterly	SVE
		REVIEW	RESOLUTION MEETING							D3: 12/2006 C	D4: 5/2007 C		D5: 1/2007 C	D6: 5/2007 C	D7: 11/2006 C
		MONITOR									CODES: C - Compliance NC - Noncompliant BP - Best Practice				

Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Process Owner: \_\_\_\_\_ District Value Engineer \_\_\_\_\_ Rev #: 1.5 Rev Date: 08/2007

# Process Control System

<b>Process Name:</b> Value Engineering Reporting Process.		<b>Product/Service:</b> Report detailing the results of the Value Engineering Program		<b>Primary Customers:</b> Management. <b>Partners:</b> FHWA		<b>Customer's Valid Requirement(s):</b> Prepare accurate and reliable reports		<b>Regulator's Valid Requirement(s):</b> Report accurate results of the Value Engineering Program			
<b>Input(s):</b> Study Results <b>Supplier(s):</b> DVE		<b>Flow Chart</b>									
Dept/ Person	STATE VALUE ENGINEER	DISTRICT VALUE ENGINEER									
Step/ Time											
NEED	<pre> graph TD     Start([Report the results of the VE program to management]) --&gt; Step1[Enter data into VE database at conclusion of study]     Step1 --&gt; Step2[File copy of final study report in District files]     Step2 --&gt; Step3[Send copy of final study report to SVE]     Step3 --&gt; Step4[Correct database and notify SVE]     Step4 --&gt; Step5[Review Draft Quarterly Report]     Step5 --&gt; Dec1{Is Draft Report accurate?}     Dec1 -- YES --&gt; Step6[Prepare Final Quarterly Report]     Dec1 -- NO --&gt; Step5     </pre>										
MAINTAIN FILES	<pre> graph TD     Start([Send e-mail reminding DVE's to enter activity for the quarter]) --&gt; Step1[Prepare Draft Quarterly Report &amp; e-mail to Districts]     Step1 --&gt; Step2[Correct database and notify SVE]     Step2 --&gt; Step3[Review Draft Quarterly Report]     Step3 --&gt; Dec1{Is Draft Report accurate?}     Dec1 -- YES --&gt; Step4[Prepare Final Quarterly Report]     Dec1 -- NO --&gt; Step3     </pre>										
DATA VERIFICATION	<pre> graph TD     Start{Is this the Annual Report?} -- YES --&gt; Step1[Prepare Final Annual Report]     Step1 --&gt; Step2[Prepare Annual FHWA Report]     Step2 --&gt; Step3[Distribute Reports]     Start -- NO --&gt; Step4[Prepare Final Quarterly Report]     Step4 --&gt; Step5[Prepare Draft Quarterly Report]     Step5 --&gt; Dec1{Is Draft Report accurate?}     Dec1 -- YES --&gt; Step6[Prepare Final Quarterly Report]     Dec1 -- NO --&gt; Step5     </pre>										
REPORT	<pre> graph TD     Start{Is this the Annual Report?} -- YES --&gt; Step1[Prepare Final Annual Report]     Step1 --&gt; Step2[Prepare Annual FHWA Report]     Step2 --&gt; Step3[Distribute Reports]     Start -- NO --&gt; Step4[Prepare Final Quarterly Report]     Step4 --&gt; Step5[Prepare Draft Quarterly Report]     Step5 --&gt; Dec1{Is Draft Report accurate?}     Dec1 -- YES --&gt; Step6[Prepare Final Quarterly Report]     Dec1 -- NO --&gt; Step5     </pre>										
		<b>Process and Quality Indicators</b>		<b>Checking / Indicator Monitoring</b>		<b>Miscellaneous Information</b>					
		Process Indicators Quality Indicators		Checking Item What is to be checked?		Timeframe (Frequency) When to check?		Responsibility Who will check?		OAR Date of Last Review	
		Control Limits And Specs / Targets									
		P1 # of corrections Q1 Quarterly Reports complete by 30th of month following end of quarter Q2 FHWA Annual Report to Districts by Nov 1								Federal Regulation 23 CFR 627 VE Procedure 625-030-002 1999 AAASHTO Guidelines for VE NCHRP Synthesis 352 - Value Engineering Applications in Transportation	
										CODES: C- Compliance NC- Noncompliant BP Best Practice	

# Process Control System

Process Name: Cost Savings Initiative (CSI) Proposal		Product/Service: Resolution of CSI proposed by the Construction Contractor		Primary Customers: Construction Contractor Partners: FHWA		Customer's Valid Requirements(s): Review and either approve or reject the CSI proposal in a timely manner.		Regulator's Valid Requirements(s): Program that encourages the use of a cost reduction incentive clause.										
Input(s): Cost Savings Idea Supplier(s): Contractor	Flow Chart								Checking / Indicator Monitoring		Miscellaneous Information							
	CONTRACTOR	RESIDENT ENGINEER	DISTRICT VALUE ENGINEER	REVIEWERS DESIGN    CONST.    OTHERS	DISTRICT CONSTRUCTION ENGINEER	DISTRICT DIRECTOR OF OPERATIONS	Process Measures Quality	Control Limits And Specs / Targets	Checking Item What is to be checked?	Timeframe (Frequency) When to check?	Responsibility Who will check?	OAR Date of Last Review	- Abbreviations - Procedure Reference - Notes, etc.					
Step / Time													P1 # pending	VER	Quarterly	DVE/SVE	D1: 11/2006 C	Federal Regulation 23 CFR 627
PRIOR TO BEGINNING OF CONTRACT TIME													P2 \$\$\$ pending	VER	Quarterly	DVE/SVE	D2: 12/2006 C	Section 4 FDOT Specifications
AFTER CONTRACT TIME BEGINS													O1 # Approved	VER	Monthly	SVE	D3: 12/2006 C	Procedure Topic 625-030-005
SUBMITTAL													O2 \$\$\$ Saved	VER	Monthly	SVE	D4: 5/2007 C	
REVIEW	O3 % Project Saved	VER	Monthly	SVE	D5: 12/2007 C													
NOTIFICATION	O4 % Program Saved	VER	Monthly	SVE	D6: 5/2007 C													
												D7: 11/2006 C	TPK: 1/2007 C	CODES: C - Compliance NC - Noncompliant BP - Best Practices				