



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

BDE PROCEDURE MEMORANDUM

NUMBER: 16-09

SUBJECT: BDE Manual Revision – Chapter 11

DATE: September 20, 2016

Chapter 11 of the BDE Manual has been revised to incorporate recommendations from a Value Engineering (VE) Process Review. Please see Chapter 11 of the BDE Manual on-line to view the revisions.

Background

A process review was conducted by BDE and FHWA to compare Department VE policy with that of FHWA VE regulation in 23 CFR 627. The process review report contained six recommendations. However not all recommendations affect BDE, some affect other bureaus. The recommendations that can immediately be addressed by updating the BDE Manual have been incorporated into Section 11-7.03(a) Procedures.

Recommendation #1:

Incorporate the following into the BDE Manual:

- Seven VE Job Plan phases:
 1. Information Phase
 2. Function Analysis Phase
 3. Creative Phase
 4. Evaluation Phase
 5. Development Phase
 6. Presentation Phase
- Other pertinent guidance from VE regulations; and
- Links to FHWA VE Policy and Save International.

Recommendation #2:

Develop a list of District VE duties and include them in the BDE Manual update as agreed in Resolution #1.

Recommendation #3:

For complex projects the districts should consider doing VE Analyses during Phase I, a more opportune point in project development to make appropriate changes.

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The VE coordinators should ensure that an FHWA representative and other appropriate technical experts are included in the VE Study and closeout meeting. This will help in determining the feasibility of accepting certain VE recommendations, e.g. those that affect NEPA commitments.

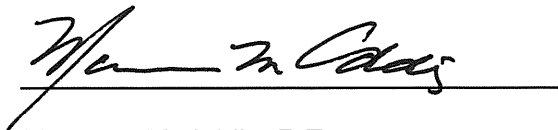
Recommendation #4:

The district VE Coordinators should ensure that all of the following eight required items are incorporated into VE analysis:

1. Project information;
2. Identification of the VE analysis team;
3. Background and supporting documentation, such as information obtained from other analyses conducted on the project (e.g., environmental, safety, traffic operation, constructability);
4. Documentation of the stages of the VE Job Plan, which would include documentation of the life-cycle costs that were analyzed;
5. Summarization of the analysis conducted;
6. Documentation of the proposed recommendations and approval received at the time the report is finalized;
7. Documentation of the proposed and approved recommendations, and related information to support the Department's and FHWA's VE program monitoring and reporting;
8. The formal written report shall be retained for at least 3 years after the completion of the project (as specified in 49 C.F.R. 18.42).

Chapter 11 has also been updated throughout to reflect revised Office names and job titles per the 2016 Department reorganization. Section 11-7.03 Value Engineering was re-organized to provide more clarity.

Please see Chapter 11 of the BDE Manual to view the revisions.



Maureen M. Addis, P.E.
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