



Value Engineering (VE) Consultant Quick Guide

1. Purpose

This guideline establishes expectations for Value Engineering (VE) consultants performing studies for the Tennessee Department of Transportation (TDOT). It aligns with Federal Highway Administration (FHWA) guidance and TDOT practices.

2. VE Objectives

VE studies shall improve project value by enhancing function, reducing cost, and maintaining safety, quality, and performance. Recommendations must be practical, implementable, and aligned with TDOT standards.

3. VE Job Plan Overview

The VE study shall follow the FHWA Job Plan, including:

- Information Phase
- Function Analysis Phase
- Creative Phase
- Evaluation Phase
- Development Phase
- Presentation Phase

4. Report Requirements

The VE report shall include:

- Executive Summary
- Project Description and Scope
- Methodology
- Detailed Recommendations
- Cost Analysis and Savings
- Impacts Assessment (safety, environmental, ROW, utilities)
- Implementation Considerations

5. Recommendation Format

Each VE recommendation shall include:

- Unique ID and Title
- Description of existing design
- Proposed alternative
- Advantages and disadvantages
- Cost savings estimate
- Impacts and risks
- Implementation requirements
- Recommendation status

6. TDOT Coordination and Review

The VE consultant shall submit a draft report within 1–2 weeks after the workshop. TDOT will review all recommendations and provide a formal disposition: accept, reject, modify, or defer.

7. Recommendation Disposition Matrix

A disposition matrix shall be included documenting TDOT decisions for each VE recommendation, including comments and justification.

8. Timeline

Typical VE timeline:

- Preparation: 2–6 weeks
- Workshop: 3–5 days
- Draft Report: 1–2 weeks after workshop
- Final Report: 2–4 weeks after review
- Total Duration: Approximately 6–10 weeks

9. Deliverables

Consultant deliverables include:

- Draft VE Report
- Final VE Report
- Presentation materials
- Supporting calculations and documentation

10. Best Practices

- Maintain independence and objectivity
- Focus on high-impact, feasible recommendations
- Ensure clear documentation of assumptions and costs
- Coordinate closely with TDOT project staff