



Value Engineering Reference Guide for VE Coordinator

Below is a structured VE guide tailored to the TDOT VE Coordinator, derived from PDN and RDG standards:

1. Project Identification & Selection

- Use PDN [Sects. 1-502 & 1-503.01 TDOT Roadway Design Guidelines-PDN.pdf](#) to determine which projects qualify for VE analysis. Identify candidates early in the preliminary stage.
- Monitor updates to [the Highway Program \(FY25–27\) Highway Program](#)

2. Coordination with TDOT VE Office

- Engage the VE Office at the outset for schedules, oversight, and policy guidance. [Sect. 1-501.00 TDOT Roadway Design Guidelines-PDN.pdf](#)

3. Assemble VE Analysis Team

- Form a multidisciplinary team [Sect. 1-503. TDOT Roadway Design Guidelines-PDN.pdf](#) ideally combining in-house staff and external consultants in line with best practices used by TDOT and other state DOTs.

4. Develop & Execute the VE Job Plan

- Follow [Section. 1-503.03 TDOT Roadway Design Guidelines-PDN.pdf](#) to structure:
 - Functional analysis
 - Brainstorming cost-effective alternatives
 - Evaluation of proposals
 - Final documentation and presentation

5. Documentation & Presentation

- Use VE Workbooks [Sect. 1-504.00 TDOT Roadway Design Guidelines-PDN.pdf](#) to record analyses and document progress.
- Present recommendations formally as outlined in [Section. 1-503.04 TDOT Roadway Design Guidelines-PDN.pdf](#) ensure clarity, rationale, and alignment with project goals.

6. Implementation & Tracking

- After VE approval, act on identified actionable improvements [Sect. 1-505.00 TDOT Roadway Design Guidelines-PDN.pdf](#)
- Track integration of changes into project design, cost estimates, schedules, and scope.

7. Project Folder Management

- Maintain all VE documents in the digital project folder (Project Folder per [Sect. 1-102.00 Chapter 1 RDG - PDN.pdf](#) throughout all PDN stages (Context/Scoping, Footprint Established, Plan-in-Hand, PS&E)

8. Integration with PDN Project Development Stages

- **Context/Scoping:** Flag VE-eligible projects early and include in Concept Report.
- **Footprint Established:** Incorporate VE suggestions before finalizing functional designs and right-of-way needs.
- **Plan-in-Hand & PS&E:** Ensure VE recommendations are embedded in plans, cost estimates, and deliverables. Leverage RDG templates, submittal email formats, and standardized checklists throughout these stages [TDOT PDN v. 4.0 June 2025.pdf](#)

9. Stay Updated

- Note effective updates via IB 24-10 (January 2025) and IB 25-03 (February 2025). These may affect procedures, naming conventions, title sheet content, and terminology—ensure VE documentation aligns with the latest standards [STATE OF TENNESSEE](#)
- **Additional Requirements**
 - Value Engineering Change Proposal (VECP): Contractors may submit VECPs after award to propose cost-saving changes that maintain project function, safety, and quality. The VE Coordinator must coordinate with the Construction Office and Contract Administration to evaluate feasibility, approve, and document VECP savings distribution per TDOT policy.
 - Yearly FHWA VE Report: TDOT must submit an annual VE program report to the Federal Highway Administration (FHWA) summarizing VE studies conducted, cost savings achieved, and implementation rates. The VE Coordinator should ensure the VE project data is complete and accurate to support this report.