

# VE STUDIES

**NOTE:**

**PM** = Project Manager

**DPL** = Design Phase Leader

**PRE** = Project Review Engineer

The documentation below reflects **PM/DPL**. The intent is that if the project is being designed in-house, the GDOT Design Phase Leader (DPL) will handle this task. If the project is being designed by a Consultant, the Project Manager (PM) will handle this task.

1. The *PM/DPL* will create a **Document Set (VE Study)** of the required documents shown below in the *PI\PE\Engineering Services\VE Studies* folder and request a VE study from Engineering Services with an email notification and or a letter.

- Half size plan set
- Concept Report
- Cost Estimates

- a. Click on the ProjectWise folder *PI\PE\Engineering Services\VE Studies*
- b. From the ProjectWise menu click **Document=>Set=>New**
- c. For **Name** enter **VE Study**, the description is optional
- d. Click **OK**
- e. Locate the required documents and drag them into the set
- f. When finished, close the document set.

2. For other information needed by the VE Team during the study, the *PM/DPL* shall add the following documents to the previously created set as necessary.

<u>Content</u>	<u>ProjectWise Locations (Typical)</u>
- Project layout	<i>(PI\PE\Roadway Design\Concept)</i>
- Traffic info from Concept	<i>(PI\PE\Roadway Design\Concept)</i>
- Accident data	<i>(PI\PE\Traffic Operations\Data Analysis)</i>
- Aerial photos	<i>(PI\PE\State Conceptual Design\Concepts)</i>
- ROW info	<i>(PI\PE\Right of Way\Cost Estimation\1. Preliminary)</i>
- Bridge Preliminary Layout	<i>(PI\PE\Bridge Design\Design)</i>
- Design files	<i>(PI\PE\Roadway Design\DGN-V8i)</i>
- Earthwork files	<i>(PI\PE\Roadway Design\Roadway\Quantities)</i>
- Utility info	<i>(PI\PE\Utilities\District\Correspondence)</i>
- VE Constraints & Commitments Form	<i>(PI\PE\Engineering Services\VE Studies)</i>

3. The PRE will distribute the VE Study Report to the distribution list by forwarding an email notification of the PW location. (*PI\PE\Engineering Services\VE Studies*)
4. *PM/DPL* provides written responses to each recommendation stored in *PI\PE\Engineering Services\VE Studies* and sends an email notification to PRE.
5. PRE sends VE Implementation letter (stored in *PI\PE\Engineering Services\VE Studies*) to the Director of Engineering for a review and then forwards it to the Chief Engineer and FHWA (if required) for final approval. PRE receives the approved letter, saves the document in *PI\PE\Engineering Services\VE Studies*, and sends email notification to *PM/DPL*, team and other offices as applicable.
6. If an approved VE alternative has to be reversed or modified prior to the Final Plans the *PM/DPL* must provide written documentation which explains this action in a form of a letter requesting a VE Reversal (stored in *PI\PE\Engineering Services\VE Studies*) to the PRE. PRE forwards the request to the Director of Engineering, Chief Engineer and FHWA (if required) for approval. Once the PRE receives the approved letter it will be saved in *PI\PE\Engineering Services\VE Studies*, and sends email notification to *PM/DPL*, team and other offices as applicable.