

CHAPTER 19 – Value Analysis

Table of Contents

CHAPTER 19 – Value Analysis.....	19-3
ARTICLE 1 Introduction and Definitions	19-3
Reference Information	19-3
Introduction.....	19-3
Background.....	19-3
Definitions	19-4
ARTICLE 2 Federal Statutes.....	19-6
National Highway System Designation Act	19-6
ARTICLE 3 Policies.....	19-7
ARTICLE 4 Benefits of Value Analysis	19-8
ARTICLE 5 Value Analysis Application	19-11
Transportation Project Studies.....	19-11
Product Studies	19-11
Process Studies	19-11
Hybrid Project/Process Studies.....	19-12
ARTICLE 6 Value Analysis Roles and Responsibilities.....	19-12
Value Analysis Administrators.....	19-13
ARTICLE 7 Value Analysis Process and Procedures	19-21
Study Schedule	19-22
Alternative Study Schedule	19-22
Value Analysis Study Report.....	19-28
Value Analysis Alternative and Numbering Convention	19-28
Value Analysis Sets	19-29
Value Analysis Performance Criteria	19-30
ARTICLE 8 Value Analysis Study Charging Details	19-33
Typical Cost.....	19-33
Typical Charging	19-34
ARTICLE 9 Value Analysis Program Reporting	19-34

Table of Figures

Figure 19-1 Potential Value Analysis Benefits versus Project Timing	19-10
Figure 19-2 Workshop Responsibilities.....	19-20
Figure 19-3 Value Analysis Job Plan and Study Activity Chart	19-23
Figure 19-4 Value Analysis Job Plan Participation Chart	19-25
Figure 19-5 Value Analysis Sets Example	19-29
Figure 19-6 Performance Criteria Matrix Example	19-31
Figure 19-7 Performance Rating Matrix.....	19-32

CHAPTER 19 – Value Analysis

ARTICLE 1 Introduction and Definitions

Reference Information

Some of the references found in this chapter have hyperlinks that connect to Caltrans intranet pages which are not displayable to the general public. Until such time that the specific reference becomes available on the internet, the user will have to contact their district liaison, Caltrans project manager, or the appropriate Headquarters division to inquire about the availability of the reference.

Introduction

Value analysis (VA) or value engineering (VE) is a function-oriented, structured, multi-disciplinary team approach to solving problems or identifying improvements. The goal of any VA study is to:

- Improve value by sustaining or improving performance attributes (of the project, product, and/or service being studied)
- While at the same time reducing overall cost (including life-cycle operations and maintenance expenses)

The purpose of this chapter is to define the policies and procedures of the VA process within Caltrans.

Background

In 1947, engineer Lawrence Miles originated the value analysis system while working for General Electric. The original five-step process included:

1. Information
2. Analysis
3. Creativity
4. Judgment
5. Development

The VA methodology was adopted and renamed by the United States Navy, popularizing the term value engineering. The use of value engineering continued to

expand throughout the federal government over the next two decades. Today nearly every federal agency with construction or purchasing responsibility is using this methodology. VA is an improvement tool that is applicable to any customer-based endeavor.

Caltrans' VA program has evolved over the years since the first study was conducted in 1969. The majority of VA studies are employed to improve projects, but a growing number of studies are sponsored to improve work processes in order to respond to changing customer needs, new regulatory or policy challenges and technology advances.

Definitions

Bridge – According to Federal Highway Administration (FHWA), a bridge is a structure including supports erected over a depression or an obstruction, such as water, a highway, or a railway, and having a passageway for carrying traffic or other moving loads, and with an opening measured along the center of the roadway of more than 20 feet between under copings of abutments or spring lines of arches, or extreme ends of openings for multiple boxes. It may also include multiple pipes, where the distance between openings is less than half of the smaller contiguous opening.

Cost – The sum of all costs involved in delivering a project, product or process. This includes capital cost to construct, support cost to develop the project, ownership cost to operate and maintain, and the user-benefit cost (for example, motorist savings resulting from increased level of service).

Function Analysis – The process of discerning the elemental functions comprising a project, product, or service.

Function Analysis System Technique (FAST) diagram – A method of mapping the relationships between functions within a project. Functions are analyzed by aligning them in a “how” and “why” logic diagram.

Job Plan – Defines the VA study procedure. Caltrans has adopted an eight-step VA study procedure following the FHWA's Value Engineering Policy (Order 1311.1A).

Paired Comparison – A method used where order relations (or preferences) are more easily determined than measurements. In the comparison of a group of objects, each pair of objects are tested with each other. For example, in transportation

comparisons, one might say “mainline operation” is more important (or preferred) than “project schedule”.

Performance Attributes – Specific characteristics which are essential to achieve a project’s objective. These characteristics can possess a range of values and can be measured either qualitatively or quantitatively.

Performance Criteria – Performance is the capacity of a project, product or process to fulfill its intended function. Consensus on the primary performance expectations is critical.

Performance Criteria Matrix – A technique using the paired comparison method of evaluating the importance of performance attributes in meeting the project’s purpose-and-need.

Performance Requirements – Characteristics of the project, product, or process necessary to comply with regulations and policies. Requirements are absolute and must be explicitly met.

Projects – Transportation projects, as defined by FHWA, are defined in the environmental document (ED) and may include multiple construction contracts over many years.

Return on Investment – The cost savings or performance benefit realized from the implementation of a VA study alternative. The return on investment is calculated by dividing the savings/benefit of the alternative by the cost of the study and can be described as a ratio (such as: 10:1).

VA/VE – Systematic application of techniques by a multi-disciplinary team to improve the value of a project, product, or process by identifying and evaluating functions. The study objective is to provide the basic functions of the project, product or process at the lowest overall cost. The primary goal of a VA/VE study is to improve value.

VA and VE are used interchangeably throughout the manufacturing and transportation industry. Many federal agencies, including the FHWA, use the term VE while Caltrans uses VA. In this manual, the term VA will be used.

Value – The relationship between performance of a project, product, or process and the cost of obtaining it. Optimum value is reached by maximizing performance while minimizing cost. Value can be expressed as:

$$V_{\text{value}} = \frac{P_{\text{performance}}}{C_{\text{cost}}}$$

ARTICLE 2 Federal Statutes

The laws presented in this article represent the current version available on the internet at the time of publishing. It is the user’s responsibility to verify the correctness and applicability of specific laws.

National Highway System Designation Act

Passage of the *National Highway System Designation Act of 1995, 23 United States Code*, Section 106 included a mandate directing the U.S. Secretary of Transportation to develop a program requiring state departments of transportation to carry out a VA study for all projects on the National Highway System (NHS) costing \$25 million or more. The FHWA published its VA Regulation implementing this mandate on February 14, 1997.

Currently, *Title 23 United States Code*, Section 106 requires a value engineering analysis on all federally funded National Highway System projects with a total project cost (right-of-way, construction, and support) of \$50 million or more, regardless of whether Caltrans employees, local agencies, consultants, or others are accomplishing the work. In addition, a value engineering analysis is mandated on all federally funded National Highway System bridge projects with a total project cost of \$40 million or more.

Title 23 United States Code, Section 106 requires state departments of transportation to establish a program to improve project quality, reduce project costs, foster innovation, eliminate unnecessary and costly design elements, and ensure efficient investments by requiring a VA study. A VA study means the systematic process of review and analysis of a project, during the concept and design phase, by a multidiscipline team of persons not involved in the project. The study is conducted to provide recommendations for providing the needed functions safely, reliably, and at

the lowest overall cost, improving the value and quality of the project, and reducing the time to complete the project. The state departments of transportation must ensure that a VA study has been performed on all applicable projects and that all resulting, approved recommendations are incorporated into the plans, specifications, and estimate. The legislation requires the state departments of transportation VA program to administer procedures that, at minimum, include the following activities:

- Identification of candidate projects for VA study.
- VA study process following FHWA’s VA “job plan.”
- Clearly defined roles and responsibilities of VA study participants and study coordinators.
- Guidance on VA study timing requirements and scheduling to ensure optimum results.
- VA study decision-making, implementation, reporting and monitoring requirements.

The procedures outlined in this chapter and Caltrans’ VA guidance ensures that VA studies comply with the federal mandate for project studies.

Often a corridor’s “parent” project is segmented into sub-projects to better facilitate project funding. If a VA study was conducted on the parent project analyzing the entire project corridor, as defined by the environmental document, then any subsequent contracts (or sub-projects) will be in compliance with the federal VA requirement. However, if a VA study was not conducted on the entire project corridor, as defined by the environmental document, then all the sub-projects would need a VA study for compliance.

ARTICLE 3 Policies

Overseen by the FHWA, Caltrans will maintain a value analysis program to ensure the effective use of the VA applications throughout the project development process. Caltrans policy is to perform a value engineering analysis on all projects mandated by federal law.

The VA study is most effective in the beginning stages of project development, but it may be performed at any stage of project development. The project is defined by the environmental document and may consist of several construction contracts or phases.

The VA study must follow the VA job plan as described in this chapter. Deviation from the job plan could jeopardize Caltrans' compliance with the law. Caltrans' VA Program Manager can approve deviations from the job plan. Job plan modifications are described later in this chapter.

Also, there is no "exception process" to the federally mandated VA study. Failure to comply could jeopardize the project's funding ability, future funding, and/or loss of Caltrans' delegation authority.

ARTICLE 4 Benefits of Value Analysis

VA is an effective problem solving and quality assurance tool that can facilitate Caltrans goals, to maximize safety, mobility, delivery, stewardship, and service. Historical data indicates that projects over \$15 million can benefit greatly from this tool. VA studies should be considered to:

- Meet or exceed standards and safety objectives
- Foster a team approach to problem solving and project development
- Improve a project's performance while maximizing quality
- Identify and develop strategies to mitigate or avoid risks and the associated costs
- Identify opportunities which promote context-sensitive-solutions
- Validate project's scope, purpose-and-need, and baseline design

VA studies provide an opportunity for a structured and thorough review by functional experts. VA studies often reveal new information that fosters a project's advancement in a timely manner.

VA is an effective tool to ensure that Caltrans' responsibilities and liabilities as owner of the facility are adequately addressed in the project design. Caltrans has unique concerns, not to mention liability, for highway users' safety, environmental impacts and regional travel that may need to be balanced, but not compromised, with competing project objectives of partner agencies and project stakeholders.

With careful preparation and coordination, VA can aid in obtaining project stakeholder consensus on key project decisions, leading to the best possible design that is sensitive to the context of the impacted communities and environment.

Often, the earlier a VA study is undertaken, the more beneficial it will be.

Conducting studies in the later phases of a project, after a significant amount of time and money has been committed to a chosen design, diminishes the opportunity for identifying viable improvements without compromising the delivery schedule.

The “benefit matrix” shown in Figure 19-1, Potential Value Analysis Benefits versus Project Timing, depicts the benefits that can be derived during the following four primary phases of project development:

1. Concept – Development of the project initiation document (PID).
2. Approval – Activities to gain project approval and regulatory acceptance of the environmental document, known as Project Approval and Environmental Document (PA&ED).
3. Final Design – Development of Plans, Specifications, and Estimate (PS&E).
4. Construction – Analyzing constructability, identifying and assessing cost reduction incentive proposals (CRIPs) and/or evaluating the merit of proposed construction contract change orders (CCOs). A study during the construction phase does not meet the requirements of *Title 23 United States Code, Section 106*.

Figure 19-1 Potential Value Analysis Benefits versus Project Timing

Potential VA Benefits Scale ● = High ⊙ = Medium ○ = Low	Concept	Approval	Final Design	Construction
	PID	PA&ED	PS&E	CCO
Supports sound decision-making	●	●	●	●
Develop solutions to difficult engineering challenges	●	●	●	●
Identify/assess risk and associated cost	●	●	●	●
Reduce project development support cost – expedite delivery	●	●	●	●
Extend expected level of service	●	●	●	⊙
Reduce capital cost to construct	⊙	●	●	⊙
Reduce cost to operate/maintain	⊙	●	●	○
Clarify purpose-and-need	●	⊙	○	○
Ensure land use compatibility	●	⊙	○	○
Identify best alternatives to meet Caltrans’ safety and performance standards	⊙	●	⊙	○
Early discovery of opportunities and constraints	●	●	⊙	○
Build stakeholder consensus	●	●	⊙	○
Obtain input from community representation	●	●	⊙	○
Avoid/minimize environmental impacts	●	●	⊙	○
Avoid/minimize right-of-way impacts	●	●	●	○
Improve modal choices and connectivity	●	●	⊙	○
Identify optimum phasing/staging opportunities	⊙	●	●	○
Validate project scope	⊙	●	●	○
Validate/refine current project design	○	⊙	●	○
Reduce the need for construction contract change orders	○	⊙	●	○

ARTICLE 5 Value Analysis Application

In addition to transportation projects, the VA process can be effectively applied to other Caltrans products and processes. To propose a study, contact the Headquarters VA Program Manager or your district VA coordinator for more information. VA is typically applied to the following:

Transportation Project Studies

VA's positive impact on projects has been demonstrated during the key project development phases.

- Project Initiation Document (PID/K-phase)
- Project Approval and Environmental Document (PA&ED/0-phase)
- Plans, Specifications, and Estimate (PS&E/1-phase)
- Construction (4-phase)

Projects already in construction may be value analyzed at the discretion of the contractor and as specified in the construction contract's special provisions, leading to cost-reduction incentive proposals. The Headquarters Division of Construction administers these studies. Construction studies do not meet the FHWA requirement of performing VA.

Consult Figure 19-1, for guidance on when to schedule a study in order to achieve one or more specific objectives.

Product Studies

The VA methodology can also improve the quality of highway products. Products are items and systems described in Caltrans' [Standard Plans](#) and [Standard Specifications](#), including reports and other documents Caltrans develops for various customers. Value analysis can help identify products that need to be updated due to changing technology, outdated applications or other changes that affect standards. For instance, VA studies of headlight glare screens, concrete barriers, and overhead signs have led to statewide modifications.

Process Studies

VA can improve the effectiveness of Caltrans processes, such as policies, procedures, and business practices. Process study topics that have benefited from VA studies

include workload balancing, project development procedures, intergovernmental reviews, district business plans, information access and distribution, regional strategic traffic operations plans, tort liability claims, maintenance operations, and support services.

Hybrid Project/Process Studies

The VA methodology can be used to develop or improve a process impacting a specific project. Examples include VA studies that developed approaches for managing a design-build project or developed project-specific strategies for meeting National Pollutant Discharge Elimination System (NPDES) objectives.

ARTICLE 6 Value Analysis Roles and Responsibilities

This article defines the roles and responsibilities for those involved in the VA process. There are many people involved in the VA process. Each plays a vital role in the success of the VA program. The people involved with VA include:

- The VA Administrators:
 - FHWA
 - Headquarters VA Program
 - District/Region VA Coordinators
- Study Sponsors and Key Decision-makers
 - Program/Project Managers
 - Executive Management/Decision Makers
 - Study Stakeholders/Community Representatives
 - Local Agencies
- The VA Study Team
 - VA Team Leaders/Facilitators
 - Full-time VA Team Members
 - Part-time VA Team Members Participants
 - Technical Reviewers

Value Analysis Administrators

Federal Highway Administration

The FHWA Value Engineering Coordinator of the California Division, in cooperation with the Value Engineering Office in Washington D.C., supports Caltrans' Value Analysis Program by:

1. Providing guidance and direction on all value analysis/value engineering federal legislation related to transportation.
2. Ensuring compliance with the federal legislation and subsequent rulings relevant to VE/VA.
3. Reporting Caltrans' VA study results to the FHWA Value Engineering Office in Washington D.C.
4. Participating in the selection and acceptance of VA study recommendations.
5. Participating in the nomination, selection and presentation of annual VA awards.
6. Recruiting local FHWA employees to serve as VA team members.
7. Participating with the VA Program on important activities such as an annual district value analysis coordinator's meeting, value analysis conferences, and meetings with Caltrans management to discuss the role and future of the Value Analysis Program.

Headquarters Value Analysis Program

The Value Analysis Program is located within the Division of Design in Headquarters. The FHWA has delegated the authority to maintain the VA Program within Caltrans. Following are responsibilities of Caltrans' VA Program:

1. Assuring compliance with the federal VE/VA requirements.
2. Preparing and submitting annual reports to FHWA and Caltrans management.
3. Reporting statewide results of CRIPs to the FHWA in cooperation with the Headquarters Division of Construction.
4. Setting policy and procedures for the VA program.
5. Updating VA guidance materials and reference manuals.
6. Forecasting VA demand to ensure adequate resources.
7. Developing, coordinating and monitoring the statewide annual VA Program including fiscal management of the VA Program allocation for consultant services.
8. Maintaining VA consultant service contracts.
9. Provide VA training opportunities to Caltrans.
10. Coordinating Headquarters sponsored VA studies.
11. Supporting and encouraging the development of expertise to ensure successful VA studies.
12. Assessing and sharing VA best practices and "lessons learned".

13. Monitoring VA studies to assure adherence to the VA methodology.
14. Marketing VA results and recognizing accomplishments with VA awards.
15. Participating on the American Association of State Highway and Transportation Officials (AASHTO) Value Engineering Sub-committee (optional).

District/Region Value Analysis Coordinators

Each district or region must have a VA coordinator. The coordinator's function is to assure the proper application of VA policies and procedures. The coordinator consults with VA study sponsors and key decision-makers to identify improvement opportunities, scope, schedule, ideal team member candidates and study logistics, including meeting locations, study field trips and data collection. The coordinator also monitors and reports district VA studies to district management and to the Headquarters Value Analysis Program. The following lists the duties of the district VA coordinator:

1. Coordinate with Headquarters VA Program on all VA activities.
2. Coordinate the development of the district's annual VA program. This includes:
 - Working with district project managers and functional managers to identify project (voluntary and federally mandated), product and process studies.
 - Obtaining the District Director's approval for the annual VA program.
 - Updating the program over the duration of the year as needed.
3. Manage the district or region VA program to identify and check the availability of qualified team leaders and experienced team members to participate on the studies.
4. Ensure VA studies are conducted in accordance with Caltrans VA policies and approved procedures by performing the following duties:
 - For consultant-led studies, the coordinator will write and submit task orders to request consultant services under executed VA service contracts. Task orders must be written after being in consultation with the project manager, key functional units and key stakeholders.
 - Assist Headquarters VA Program to manage the yearly allocation of VA funds and types of funds provided to that district.
 - Schedule study dates including due dates for key deliverables and secure meeting room location(s) for the study meeting dates.
 - Notify study participants of the study dates, agenda and location.
 - Ensure that the VA team leader and team have adequate background data to generate sound assumptions and analysis.
 - Monitor study activities to assure adherence to the standards as defined in the VA manuals (auditing of study workshops).

- Ensure VA study preparation activities are completed, including follow-up on implementation results.
- 5. Maintain paper copies and electronic files of all completed VA study reports.
- 6. Advocate the merits of VA by reporting/marketing study results and participant contributions through the FHWA, American Association of State Highway and Transportation Officials and Caltrans VE/VA awards programs and other recognition effort.
- 7. Support Headquarters in monitoring legislative compliance, including audits and special report requests.
- 8. Assist Headquarters VA Program on assessing the cost and return on investment of the districts' or regions' VA studies.

Sponsors and Key Decision Makers

A. Project Sponsors

Project sponsors serve as project advocates. They secure funding for the preparation and completion of activities at the project team and functional level to ensure compliance with Caltrans policies, standards and practices including VA.

B. Program/Project Managers

Generally district program managers, corridor managers, and/or project managers are the primary sponsor for VA studies and help to ensure a successful study they are responsible for by:

1. Identifying highway projects to be value analyzed.
2. Ensuring VA studies are conducted on projects needing to comply with the federal VA law.
3. Providing adequate resources for the required and/or desired VA study into the project work plan budget and schedule.
4. Ensuring legislative compliance when Caltrans provides design oversight services for all projects on the Federal-aid system.
5. Identify the need for a VA study on locally funded projects.
6. Initiate a cooperative agreement as early as possible in the project development stage prior to incurring any costs and/or commitment of personnel resources.
7. Working with the coordinator to develop the VA study charter to outline the study's scope, objectives, participants and schedule.
8. Helping the coordinator recruit the most qualified VA team members; this may include sub-consultant experts, who can work directly with other multi-disciplined team members on various project issues.
9. Resolving the implementation dispositions of VA alternatives (accept, accept with modification(s), conditionally accept, or reject).

10. Ensuring legislative compliance by implementing all accepted alternatives into the project.

C. Executive Management/Decision Makers

Throughout the study duration, all relevant decision-makers should be involved, particularly for study preparation, the initial study kick-off meeting, team VA presentation and post study review activities. Having key decision-makers actively engaged and providing input to the VA team provides the necessary interaction to ensure that the VA study results in viable and beneficial VA recommendations. Their responsibilities include:

1. Support the project manager and/or district coordinator to recruit the best team members and study participants.
2. Review the study charter and attend the study kick-off meeting to make sure all-important issues and study objectives are adequately addressed.
3. Provide the implementation disposition and decision rationale for each VA team recommendation.
4. Attend the implementation meeting and approve each recommendation with an accept, conditionally accept or reject decision.
5. Provide input on conditionally accepted alternatives to the team leader. Identify responsibilities and time schedules needed to resolve conditions.
6. Recognition of VA contributions and team member acknowledgements.

D. Study Stakeholders/Community Representatives

Throughout the study activities, stakeholders and community representatives are encouraged to participate. The kick-off and implementation meetings are specifically designed to include these part time study members so their thoughts and concerns can be met in the study objectives and outcomes.

E. Local Agencies

Caltrans Headquarters Division of Local Assistance is responsible for assuring that a VA study has been performed on a local agency project. The local agency, in compliance with Caltrans' policy and procedures, must follow the VA requirement defined in this chapter. These responsibilities include:

1. Compliance with Caltrans' VA job plan on all projects as defined by the VA policy.
2. Provide written documentation of the VA study as defined by the Caltrans report guidance.

3. Provide the project manager and/or district VA coordinator with paper copy and electronic copy of the VA study report.
4. Define detailed information about the study costs, schedule, team leader, and requirements of the proposed VA study.
5. Provide qualified team members to participate in VA study when applicable.
6. Attend kick-off and implementation meeting on local projects.

The Value Analysis Study Team

There are many activities involved in a VA study. These activities are outlined in Article 7 “Value Analysis Process and Procedures.” There are several categories of participants involved in a VA study. Each plays an important role in the success of the VA study. The participants include a team leader, team members (full and part time), stakeholders, and decision makers.

A. Value Analysis Team Leaders/Facilitators

The team leader generally is responsible for:

1. Meeting with project stakeholders, decision makers and team members in preparation of a VA study.
2. Leading the VA team through the VA methodology.
3. Documenting the VA alternatives to ensure clear, thorough communication of the VA team’s concepts.
4. Preparing the VA study report, following the requirements outlined in the [*Value Analysis Team Leader Guide*](#), in a timely fashion to the districts and Headquarters VA Program Manager.
5. Providing electronic and/or paper copies to all interested parties.
6. Ensuring the VA study is in compliance with Caltrans policy.
7. Performing a follow-up on the implementation plan.

B. Full-time Value Analysis Team Members

VA team members are recruited from Caltrans staff, government agencies and occasionally supplemented by consultants with desired technical expertise not readily available within Caltrans. External project stakeholders are encouraged to participate as team members. Studies must be performed using multi-disciplined teams of individuals open to changes to the current design of the project. To establish the team’s authority, it is recommended that the district VA coordinator obtain a memorandum signed by an appropriate high-ranking district manager, appointing team members to the study.

The experience and knowledge of the team members must match the complexity of the project being studied. Team members must be capable of working within a team environment, be willing to express themselves and be willing to listen to the ideas of others. Specifically, the VA team includes specialists who can develop and determine the technical, economic, political, and environmental feasibility of alternatives included in the project scope. Headquarters' staff from the following should be recruited as needed:

- Division of Design
 - Project Delivery Coordinators
- Division of Traffic Operations
- Division of Environmental Analysis
 - District Coordinator
- Division of Transportation Planning
- Division of Maintenance
- Division of Research and Innovation

VA teams typically consist of five to ten members, including the team leader. Teams within this range are effective, as they are large enough to represent the project's key technical areas of expertise, while small enough to achieve the desired cohesiveness and synergy. Teams of this size also demonstrate efficient use of resources for project studies.

Full-time VA team members are expected to have:

1. Competency in their field of expertise.
2. Time to devote to the entire duration of the VA study. Team members (or their supervisors) are not allowed to send a delegate to participate in their absence (unless illness or an emergency prevents the team member's continued participation).
3. Preparation time to review the project prior to the study.
4. Skills and the mindset to complete all necessary VA study tasks, including writing VA proposals and estimating costs.
5. An open mind, a belief that there is always room for improvement and willingness to share and debate the pros and cons of VA alternatives.
6. Post study workshop time to review and comment on the preliminary VA study report and participate on the VA study implementation meeting.

C. Part-time Value Analysis Team Members (Caltrans/Consultants)

Part-time VA team members are an essential part of the VA study. These part time members include technical reviewers, Caltrans or consultant technical experts, project managers, project development team (PDT) members, community representatives, project stakeholders, and project decision makers.

Part-time team members are:

1. Not required to attend all of the VA study activities.
2. May include local agencies or community representatives (or any interested party).
3. Should be invited to the stakeholder issues discussion on the first day of the study (kick-off meeting).
4. Should serve as technical advisors and/or reviewers.
5. Should provide comments and/or feedback during the study. Especially when reviewing preliminary or draft documents.
6. May participate during the brainstorming phase of the study.

D. Technical Reviewers

The project manager identifies technical reviewers, responsible to review and comment on the technical viability of the VA alternatives and to identify any issues that need to be addressed. Comments should be well documented and clearly cited with advantages and disadvantages. Technical reviewers do not make decisions regarding the VA alternative. Technical reviewers should include individuals from functional units reflected in the PDT and relevant Headquarters advisors.

Figure 19-2 Workshop Responsibilities summarizes the roles and responsibilities for the individual activities involved in a study/workshop.

Figure 19-2 Workshop Responsibilities

Workshop Responsibilities	Study Sponsor(s) or Project Manager	District VA Coordinator	Headquarters VA	Team Leader	Team Member	Stakeholders/ Technical Advisors	Executive Management Decision-makers
Pre VA Study							
Ensure legislative compliance (including local projects)	X	X	X				
Address VA in project study reports and project reports per California Transportation Commission requirement	X						
Identify projects to be value analyzed	X	X	X				X
Ensure adequate resources are available for study	X	X	X	X			
Determine study scope, objectives and participants	X	X	X				X
Determine study schedule	X	X		X			
Recruit ideal full-time team members and part-time participants as well as sub-consultant experts if needed	X	X					X
Develop and approve study charter	X	X					
Participate in pre-study planning meeting	X	X		X			
Gather and disseminate adequate data to generate sound assumptions and analysis	X	X		X			
VA Study							
Attend and participate in study kick-off meeting discussion	X	X		X	X	X	X
Provide phone/email data and be available to support the team to answer questions	X	X		X	X	X	X
Participate in field review	X	X		X	X		
Attend mid-point review (if scheduled)	X	X		X	X	X	X
Develop formal VA team alternatives with cost estimates, and sketches (if applicable)				X	X		
Rate and compare performance between VA alternatives and to baseline/existing option				X	X		
Review and validate team assumptions, findings, calculations	X					X	X
Determine/invite participants to the VA team's presentation and preliminary report reviewers	X	X					
Attend VA team presentation meeting	X	X		X	X	X	X
If needed, identify action items for additional analysis	X	X		X		X	X
Set post workshop schedule for preliminary report review and the implementation meeting	X	X					

Workshop Responsibilities	Study Sponsor(s) or Project Manager	District VA Coordinator	Headquarters VA	Team Leader	Team Member	Stakeholders/ Technical Advisors	Executive Management Decision-makers
Post VA Study							
Review report and provide specifics comments or requests for clarification	X	X			X	X	X
Participate in the implementation meeting	X	X		X	X	X	X
Provide rationale for acceptance, conditional acceptance or rejection of VA alternatives	X						X
Distribute final study reports		X		X			
Acknowledge VA participants' effort and contributions	X	X		X			X
Follow-up on conditionally accepted alternatives	X	X		X			
Maintain paper copies and electronic files of all completed VA study reports	X	X	X	X			

ARTICLE 7 Value Analysis Process and Procedures

Caltrans has adopted an eight-step VA study procedure following the FHWA's Value Engineering Policy (Order 1311.1A):

1. Preparation
2. Information
3. Function Analysis
4. Speculation
5. Evaluation
6. Development
7. Presentation
8. Implementation

Many activities are involved in each step of the process as can be seen in Figure 19-3 Value Analysis Study Activity Chart. Basically, the job plan can be separated into four major categories: preparation, VA study workshop, disposition of alternatives, and reporting.

The VA study workshop is conducted in two phases that are ideally conducted in two different work weeks. The first workshop is for the information, function analysis,

speculation and evaluation phase of the study. The second workshop includes developing the alternatives and presenting them to the stakeholders of the project. Once the alternatives have been presented, the preliminary report is written and distributed for comments. The disposition of alternatives begins by gathering the comments, and scheduling an implementation meeting with the stakeholders and decision makers to discuss the implementation of the approved alternatives into the project. Upon completion, a final report will be prepared discussing the results of the study.

Figures 19-3 Value Analysis Job Plan and Study Activity Chart and 19-4 Value Analysis Job Plan Participation Chart outline all the VA study activities and the people involved in the VA study, respectively. Also, refer to Figure 19-2 Workshop Responsibilities for clarification.

Study Schedule

Typically, five to seven days (40 to 70 hours) of meeting time are required to conduct a VA study for a project. The study results should be finalized within eight to ten weeks of the start of the study.

During study preparation, the project manager, the district VA coordinator and team leader customize the typical VA study work plan for the project and determine the approximate number of hours to be spent. It becomes the responsibility of the team leader to meet this schedule.

A typical model for the Caltrans VA highway study is to conduct the workshop in two three-day sessions of eight hours each day, separated by no more than one week. The disposition of alternatives is conducted three to five weeks after the conclusion of the workshop to finalize the implementation disposition of the VA alternatives. This time is necessary to permit completion and distribution of the preliminary report by the team leader, and to review and comment on the VA alternatives by the PDT, technical reviewers and stakeholders. The VA study report is due within two weeks of the completion of alternative disposition determination.

Alternative Study Schedule

In some cases, it is desired to perform a shortened study of three to five days for the workshop. There is an exception process to receive approval for a shortened study. The district VA coordinator, in conjunction with the project manager and team leader, may submit a modified job plan proposal to the Headquarters' VA Program Manager.

The template for the modified job plan proposal is located at the Headquarters Division of Design [Value Analysis](#) website.

A description of the project along with a proposed schedule (job plan) must be submitted to Headquarters prior to approval. Acceptance of the modified job plan will be based on study scope, complexity of the project, project schedule, and duration of the study. Decisions will be made on a project-by-project basis and may require FHWA approval. One-day studies are not acceptable as valid VA studies. An acceptable job plan cannot be accomplished in one-day.

Figure 19-3 Value Analysis Job Plan and Study Activity Chart

PREPARATION	1 INITIATE STUDY ➤ Identify study project ➤ Identify study roles and responsibilities ➤ Define study goals ➤ Select team leader ➤ Prepare draft study charter	2 ORGANIZE STUDY ➤ Conduct pre-study meeting ➤ Select team members ➤ Identify stakeholders, decision-makers, and technical reviewers ➤ Identify data collection ➤ Select study dates ➤ Determine study logistics ➤ Update VA study charter ➤ Identify and define performance requirements	3 PREPARE DATA ➤ Collect and distribute data ➤ Develop construction cost models ➤ Develop highway user benefit/life-cycle cost model (if required)	
	4 INFORM TEAM ➤ Review study activities and confirm reviewers ➤ Present design concept ➤ Present stakeholders' interests ➤ Review project issues and objectives ➤ Discuss deviation from design standards ➤ Rate performance of baseline concept ➤ Visit project site	5 ANALYZE FUNCTIONS ➤ Analyze project data ➤ Expand project functions ➤ Prepare function analysis system technique diagram ➤ Determine functional cost drivers and performance ➤ Assess risk (if needed)	6 CREATE IDEAS ➤ Focus on functions ➤ List all ideas ➤ Apply creativity and innovation techniques (group and individual)	7 EVALUATE IDEAS ➤ Apply key performance attributes to rate idea ➤ List advantages and disadvantages ➤ Consider cost impacts ➤ Rank all ideas ➤ Assign alternatives for development
	8 DEVELOP ALTERNATIVES ➤ Develop alternative concepts ➤ Prepare sketches and calculations ➤ Measure performance ➤ Estimate costs, life-cycle cost benefits/costs	9 CRITIQUE ALTERNATIVES ➤ VA alternatives technical review ➤ VA alternatives team consensus review ➤ Identify mutually exclusive groups of alternatives ➤ Identify VA strategies ➤ Validate performance	10 PRESENT ALTERNATIVES* ➤ Present findings ➤ Document feedback ➤ Confirm pending reviews *Interim presentation of study findings	
VA STUDY WORKSHOP				

Part 3 – Specific Project Development Procedures

DETERMINE DISPOSITION	<p>11 DOCUMENT VA STUDY</p> <ul style="list-style-type: none"> ➤ Document process and study findings ➤ Develop and distribute VA study summary report - preliminary findings and VA study preliminary report ➤ Distribute electronic report to Headquarters VA Program 	<p>12 ASSESS ALTERNATIVES**</p> <ul style="list-style-type: none"> ➤ Review study summary report ➤ Assess alternatives for project acceptance ➤ Prepare draft implementation dispositions <p><i>**Activities performed by project development team, technical reviewers, and stakeholders</i></p>	<p>13 RESOLVE ALTERNATIVES</p> <ul style="list-style-type: none"> ➤ Review implementation dispositions ➤ Conduct implementation meeting ➤ Resolve implementation actions with decision-makers and stakeholders ➤ Document VA alternative disposition ➤ Develop implementation action memorandum (if conditionally accepted alternatives remain) 	<p>14 FINALIZE ALTERNATIVES</p> <ul style="list-style-type: none"> ➤ VA team leader follow up with the project manager on conditionally accepted alternatives ➤ Resolve conditionally accepted alternatives ➤ Develop implementation plan with project manager ➤ Design manager sign off on VA implementation plan authorization ➤ Final presentation of study results (if needed)
REPORTING RESULTS	<p>15 PUBLISH RESULTS</p> <ul style="list-style-type: none"> ➤ Document process and study results ➤ Incorporate all comments and implementation plan ➤ Distribute final VA study report in portable document format (.pdf) ➤ Submit VA study summary report and two-page summary to Headquarters VA Program for FHWA auditing ➤ Include implementation plan authorization in final VA study report 			

Figure 19-4 Value Analysis Job Plan Participation Chart

VA Activity Preparation	District VA Coordinator	Project Manager	Project Development Team	Technical Reviewers	Headquarters VA Program	External Stakeholders	Executive Management	Team Leader	VA Team
INITIATE STUDY									
➤ Identify study project	X	X							
➤ Identify study roles and responsibilities	X	X			X				
➤ Define study goals	X	X							
➤ Select team leader	X	X			X				
ORGANIZE STUDY									
➤ Conduct preparation meeting	X	X	X					X	
➤ Select team members and advisors	X	X	X					X	
➤ Identify stakeholders, decision-makers and technical reviewers		X							
➤ Identify data collection	X	X	X					X	X
➤ Select study dates	X	X	X					X	X
➤ Determine study logistics	X							X	
PREPARE DATA									
➤ Collect and distribute data	X	X	X					X	
➤ Develop construction cost models								X	X
➤ Develop highway user benefit life-cycle cost model								X	X
VA Activity Workshop									
INFORM TEAM									
➤ Review study activities/confirm reviewers	X	X							
➤ Present design concept		X	X						
➤ Present stakeholders' interests		X				X			
➤ Review project documents	X	X	X	X		X		X	X
➤ Review project issues and objectives		X	X					X	X
➤ Develop performance criteria		X	X	X		X		X	X
➤ Visit project site	X	X	X			X		X	X
ANALYZE FUNCTIONS									
➤ Analyze project data								X	X
➤ Identify project functions								X	X

Part 3 – Specific Project Development Procedures

➤ Prepare function analysis system technique diagram									X	X
➤ Determine functional/cost and functional/performance relationship									X	X
CREATE IDEAS										
➤ Focus on functions									X	X
➤ List all ideas									X	X
➤ Use group brainstorming									X	X
➤ Use individual brainstorming									X	X
EVALUATE IDEAS										
➤ Apply key evaluative criteria									X	X
➤ Rate each idea									X	X
➤ List advantages and disadvantages									X	X
➤ Rank all ideas									X	X
➤ Assign alternatives for development									X	X

VA Activity Workshop	District VA Coordinator	Project Manager	Project Development Team	Technical Reviewers	Headquarters VA Program	External Stakeholders	Executive Management	Team Leader	VA Team
DEVELOP ALTERNATIVES									
➤ Develop alternative concepts								X	X
➤ Prepare sketches and calculations								X	X
➤ Estimate costs, life-cycle cost benefits/costs								X	X
➤ Measure performance								X	X
➤ Edit alternatives								X	X
CRITIQUE ALTERNATIVES									
➤ Review alternatives for team consensus								X	X
➤ Review alternatives for technical viability				X				X	X
➤ Validate performance								X	X
➤ Review pending study activities/confirm reviewers	X	X		X				X	X
➤ Edit alternatives and incorporate comments								X	X
PRESENT ALTERNATIVES									
➤ Present findings								X	X
➤ Document feedback								X	X
➤ Confirm pending technical reviews		X	X	X		X	X		
➤ Prepare preliminary report								X	

VA Activity Disposition and Reporting	District VA Coordinator	Project Manager	Project Development Team	Technical Reviewers	Headquarters VA Program	External Stakeholders	Executive Management	Team Leader	VA Team
ASSESS ALTERNATIVES									
➤ Review preliminary VA study report		X	X	X		X	X		
➤ Assess alternatives for project acceptance		X	X	X		X	X		
➤ Prepare draft implementation dispositions		X	X	X		X	X		
RESOLVE ALTERNATIVES									
➤ Review implementation dispositions	X							X	X
➤ Resolve implementation actions decision-makers and stakeholders	X	X	X	X		X	X	X	X
➤ Edit alternatives								X	X
➤ Revisit rejected alternatives, if needed								X	X
PRESENT RESULTS									
➤ Present results of study	X	X	X	X		X	X	X	X
➤ Reach final consensus and summarize study results on implemented alternatives	X	X	X	X		X	X	X	X
PUBLISH RESULTS									
➤ Document process and results								X	
➤ Incorporate all comments and dispositions								X	
➤ Distribute VA study report								X	
➤ Distribute electronic version to Headquarters VA Program								X	
CLOSE-OUT STUDY (if conditionally accepted alternatives exist)									
➤ Resolve conditionally accepted alternatives								X	
➤ Finalize VA study summary report								X	
➤ Finalize performance measures								X	
➤ Finalize VA study report executive summary and provide electronically to Headquarters								X	

Value Analysis Study Report

The objective of a VA study is to develop a proposal to maximize performance while minimizing cost. The VA study report contains all of the documentation needed to communicate the findings of the VA study and facilitate implementation of the VA alternatives. The team leader is primarily responsible for gathering the documentation generated by the study team and compiling it systematically into a report.

Two reports, a preliminary and final, are generated for every study. The purpose of the preliminary report is to provide documentation of the VA alternatives to the reviewers and team members in order to get their response to the viability and acceptability of the alternatives. The preliminary report is typically prepared and distributed within two or three weeks after the VA study. The final report is prepared after the implementation meeting to document the decision maker's comments, implementation plans, and decisions. The final report serves as the final documentation of the VA study.

Each VA study is summarized and documented using the [*Value Analysis Team Leader Guide*](#).

The VA Study Report includes the following sections:

- Table of Content (P, F)
- Distribution List (P, F)
- Executive Summary (P, F)
- VA Alternatives (P, F)
- Project Analysis (F)
- Project Description (P, F)
- Idea Evaluations (P, F)
- VA Process (P, F)

P-Preliminary, F-Final

Value Analysis Alternative and Numbering Convention

Each alternative consists of a summary of the original concept, a description of the suggested change, a listing of its advantages and disadvantages, a cost comparison, change in performance, and a brief narrative comparing the original design with the alternative. Sketches, calculations, and performance measure ratings are also presented.

Many alternatives developed by the team have several variations. Alternatives are numbered sequentially (1.0, 2.0, 3.0). The “.0” indicates this alternative does not have any competing ideas. When several competing ideas are developed and only one may be implemented, the same number is used with decimal designators (3.1, 3.2, 3.3) for the competing alternatives. The VA alternative number is independent of the original idea number.

Value Analysis Sets

The VA team establishes VA sets as their “best value” solutions, based on improved performance, likelihood of implementation, least community impact, cost savings, or any combination of criteria. A VA set may contain one or more alternatives, and each set is typically mutually exclusive of other sets (such as: implementing VA Set 1 precludes implementation of VA Sets 2 and 3). VA sets are selected alternatives combined from mutually exclusive groups that can compete in whole, or in part, against the original design concept. This requires additional performance rating and totaling of costs for the sets.

Figure 19-5 Value Analysis Sets Example illustrates how a VA team might create two VA sets for a project. Both sets offer the potential to significantly reduce excavation work; simplify construction; reduce horizontal curve radii, thereby improving sight distance; and reduce the number of intersections and associated turning movements on the highway. Both sets suggest reduction in design speed in selected areas of the project, from 50 mph to 45 mph, or from 50 mph to 40 mph. Either of these two alternatives will give the designer greater flexibility to design around obstructions (including utilities) and existing topography. The reduction in design speed is consistent with the highway use and designation.

Figure 19-5 Value Analysis Sets Example

SUMMARY OF VA ALTERNATIVES			
No.	Description	Cost Savings Initial / Highway User	Change in Value
1.1	Relocate / Consolidate / Improve At-Grade Intersections	\$885,000	+3%
1.2	Realign SR 64 Southbound and Reroute Solitude Road	\$16,183,000	+3%
1.3	Eliminate Wiley Drive Connection	\$1,700,000	+8%
2.1	Design Median Width for Projected Traffic Volumes	\$5,097,000	0%
2.2	Reduce Solitude Grade Median to 7 Meters, with Concrete Barrier for ~1,000 Meters	\$1,814,000	0%

3.0	Steepen Slopes to 1.5:1	\$6,420,000	+5%	
4.1	Lower Design Speed to 45 mph in Selected Areas	\$6,409,000	+3%	
4.2	Lower Design Speed to 40 mph in Specific Areas	\$9,853,000	+1%	
5.0	Go Around the Oil Refinery; Realign Roadway to Intersect Utilities at 90°	\$1,011,000	+3%	
6.1	Relocate 14/64 Interchange Beyond Wetlands	\$400,000	+2%	
6.2	Design Simple Flyover at 14/64 Interchange	\$4,006,000	+4%	
7.0	Eliminate Asphalt Treated Permeable Base (ATPB) and Edge Drains	\$3,170,000	0%	
8.0	Undercrossing at Olive Hill Road with Interchange	(\$1,982,000) \$34,146,000	+15%	
SUMMARY OF VA SETS				
Set No.	Description	Cost Savings Initial / Highway User	Change in Performance	Change in Value
1	Use 40 mph Design Speed in Selected Areas (1.2, 2.1, 3.0, 4.1, 5.0, 6.2, 7.0, 8.0)	(\$1,982,000) \$42,296,000	26%	52%
2	Use 45 mph Design Speed in Selected Areas (1.2, 2.1, 3.0, 4.2, 5.0, 6.2, 7.0, 8.0)	(\$1,982,000) \$45,740,000	24%	52%

Value Analysis Performance Criteria

Performance criteria were established solely to better understand the advantages and disadvantages between competing alternatives. A consensus-driven approach is used to determine the relative magnitude of each performance objective by assigning a numeric weight. Interpreting the performance expectations into a numeric abstraction permits an unbiased assessment of value.

Caltrans has increased the significance of performance in determining the overall value score by using the “Paired Comparison” method to obtain the team’s consensus on the relative importance of each performance attribute and to assign a numeric value for each attribute. Using a performance criteria matrix, the VA team assigns numeric weights to the identified performance attributes by comparing the relative importance of each as it pertains to the project, product or process being studied. Figure 19-6 Performance Criteria Matrix Example illustrates how the weighted percentage score is assigned to each performance attribute in the project. The score is calculated by adding all the compared importance attributes and dividing by the total number of comparisons, such as: five A’s divided by 21 equals 24%.

Figure 19-6 Performance Criteria Matrix Example

PERFORMANCE CRITERIA MATRIX <i>Example Project</i>							Caltrans	
							TOTAL	%
Mainline Traffic Operations	A	b	a	a	a	a	5.0	24%
Highway User Safety	B	b	b	b	b	b	6.0	29%
Access	C	c	c	c	c	c	4.0	19%
Local Traffic Operations	D	d	d	f	d	d	2.0	10%
Constructibility	E	e	e	f	e/g	e	0.5	2%
Environmental Impacts	F	f	f	f	f	f	3.0	14%
Right-of-Way Impacts	G	g	g	g	g	g	0.5	2%
							21.0	100%

a	More Important
a/b	Equal Importance

Once the weighted performance attributes are calculated, a comparison analysis of VA alternatives is focused on the ability and extent of each alternative to satisfy a performance attribute. The VA team assesses each VA alternative to determine the degree each causes beneficial or adverse impacts to the performance attributes. The team agrees on a qualitative value based on a scale of one to ten, ten being the highest potential benefit. When comparing against the baseline alternative, the value is set to five.

Figure 19-7 Performance Rating Matrix is used to calculate the value index of each alternative. If an attribute, such as mainline traffic operations, is assigned a weighted value of 24 points (24%) and the alternative is evaluated to have a performance rating of eight points then the alternative’s performance score for that attribute is 192 points (criteria weighted value multiplied by performance rating). Adding the points for all the performance attributes, creates a performance score for each VA alternative (for example, 677 in Figure 19-7). A value index score is calculated by dividing the performance score by cost (for example, 677 divided by 235.6 (million) equals a 2.87 value index). This allows the team to present a value comparison between VA alternatives and the baseline design.

The difference between the score for the VA alternative, and the score for the project baseline concept, is expressed as a percentage of performance improvement or

degradation. The optimum result is to develop VA alternatives with the potential to increase performance at a decreased cost. Often, the VA study will result in a set of alternatives that either decrease cost, but with a slight degradation in performance or the opposite, performance significantly increases with a slight cost increase.

Figure 19-7 Performance Rating Matrix

PERFORMANCE RATING MATRIX - Original Concept											Caltrans			
<i>Example Project</i>														
Criteria	Criteria Weight	Concept	Performance Rating										Total Performance	
			1	2	3	4	5	6	7	8	9	10		
Mainline Traffic Operations	24	No Build	2											48
		Original Concept							8					192
Highway User Safety	29	No Build	4											116
		Original Concept						6						174
Access	19	No Build	3											57
		Original Concept						7						133
Local Traffic Operations	10	No Build	4											40
		Original Concept						7						70
Constructability	2	No Build												N/A
		Original Concept							7					14
Environmental Impacts	14	No Build												N/A
		Original Concept						6						84
Right-of-Way Impacts	2	No Build												N/A
		Original Concept						5						10
OVERALL PERFORMANCE			Total Performance	% Perf. Improve.	Total Cost	Value Index (Performance / Cost)		% Value Improvement						
Original Concept			677		235.6	2.87								

ARTICLE 8 Value Analysis Study Charging Details

The VA study activities are resourced by two different funding sources. First, the Headquarters VA Program maintains several architectural and engineering contracts with consultant team leaders on board to perform Caltrans VA studies. Team leaders are certified value specialists with specific expertise not employed within Caltrans. Included in these contracts are provisions for Caltrans to hire consultants with specific expertise and/or experiences. The second source of funding is from the project being studied; Caltrans' employee participation in the study will be charged to the project.

Typical Cost

Typical VA studies include a pre-study meeting, six-day workshop, report writing, report review and comment period, and an implementation meeting. These activities generally take about 80 hours of work spread over a six-week period for each full-time team member. With typical studies having six to eight team members, the project manager should include about 500 to 1000 hours for VA activities in the project work plan. The project manager should also consider including 80 hours for the district VA coordinator.

Consultant team leader costs, including administrative fees, quality control, and traveling expenses, are allocated through architectural and engineering contracts and are administered by the Headquarters VA Program. The costs for typical studies range from \$30,000 to \$40,000.

Although the cost of the study can be substantial, the results from each study are on average returning an 80:1 savings on investment. For each dollar spent on the study, Caltrans is realizing an eighty-dollar savings in initial cost and/or life-cycle cost on the project.

Typical Charging

Caltrans’ team members should be charging their time directly to the project number. VA activities are defined in the work breakdown structure (WBS) for each phase of the project. An example of a typical project study in District 6 during the PA&ED phase is as follows:

Unit	Project	Phase	Reporting Code	Sub Object	Activity
1234	0600001234	1	6VAXXXX	160	1020

Team members are encouraged to use a reporting code to identify VA activities. The VA program uses the following reporting code:

6VAXXXX - where XXXX is the task order number of the VA study

Sub Object	Activity
150 = Develop Project Initiation Document (PID)	1010
160 = Perform Preliminary Engineering Studies and Draft Project Report	1020
185 = Prepare Base Maps and Plan Sheets during PS&E Development	1520

Caltrans policy requires all on-call architectural and engineering contract expenditures to be charged against the specific project in which the work is being done. Team leader expenses are encumbered directly to the project number from the on-call contract administered by Headquarters VA Program. Task orders, expenses and billing for consultant services related to VA activities are the responsibility of the Headquarters VA Program.

ARTICLE 9 Value Analysis Program Reporting

The Headquarters VA Program’s results are reported to the FHWA and Caltrans management in an annual report prepared in October by the Headquarters VA Program Manager. These reports describe results of the VA studies performed over the federal fiscal year (ending September 30). The report is used to calculate the return on investment of the VA Program by comparing the cost of the study to the amount of savings.

The Headquarters VA Program also reports to FHWA on Caltrans cost reduction incentive proposals, the method to approve construction strategies developed by the

construction contractor to reduce project cost. Please refer to the Caltrans' [Construction Manual](#) for more details about cost reduction incentive proposals. Most other states use the name value engineering cost proposals for similar programs.

The FHWA annual report includes:

- Number of VA Studies
- Cost of the VA Studies
- Number of Proposed Alternatives
- Number of Accepted Alternatives
- Value of Proposed Savings
- Value of Accepted Savings
- Total Cost of Projects Being Studied
- Number of Construction Value Engineering Cost Proposals
- Amount of Value Engineering Cost Proposals Savings
- Number of Employees Trained in VA

Information about value analysis reporting is located at the Headquarters Division of Design [Value Analysis](#) website.