**Internal Review Procedure for Value Engineering Change Proposals:**

1. The VECP should be clearly identified as such, and presented IN WRITING as described in the policy to the Project Engineer and to the District Construction Engineer.
2. The DCA along with District staff will perform an initial review, summarize findings in writing and determine a preliminary status (approvable/approvable if modified/not approvable) (this could be iterative and is outlined in the policy as the initial VECP submission review)
3. If the District approves the initial review of the VECP, the DCA will forward the VECP along with the findings to VECP Coordinator in Construction Management. (this is the preliminary VECP review as outlined in the procedure)
4. The CO VECP Coordinator will coordinate a rapid Central Office review (including Estimating, FHWA and other areas) and direct replies back to the DCA within 15 days.
5. The District will make a final determination based on the comments and direct the Contractor accordingly.
6. The Contractor will submit the final VECP proposal to the DCA, who will forward the VECP to the CO VECP Coordinator in Construction Management for final review.

[Federal VE Policy Guide Link](http://www.fhwa.dot.gov/legsregs/directives/fapg/g601109.htm)

 [FHWA VE Link](http://www.fhwa.dot.gov/ve/index.htm)

 [AASHTO VE Link](http://www.wsdot.wa.gov/eesc/design/aashtove/)