|  |  |
| --- | --- |
| REQUEST FORM: VE, CEVP, CRA, other | http://wwwi.wsdot.wa.gov/NR/rdonlyres/00152D37-958C-4592-B6F8-1FA2E2DD79E5/0/DOTlogoblack.jpg |

YOU must setup Work Order & Group Number to pay consultants.

Work with your Region Program Management office.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Work Order Number | Group | Work Op | Control section | PIN | WIN |
|  |  |  |  |  |  |
| Complete this form and: | Name |
| Email | Your [Region Value Engineering & Risk Assessment Coordinator](https://wsdot.wa.gov/engineering-standards/project-management-training/project-management/value-engineering) |  |
| cc | Your [Assistant State Design Engineer (ASDE)](https://wsdot.wa.gov/publications/fulltext/design/ASDEAssignments.pdf) |  |
| cc | Your Area Consultant Liaison (ACL) |  |
| cc | HQ Project Analysis Office VE/Risk VERA@wsdot.wa.gov |  |

|  |  |  |
| --- | --- | --- |
| Date Submitted |  | Allow 12 to 16 weeks from submittal to workshop for preparation activities. |

|  |
| --- |
| *Workshop Information* |
| Workshop Type: | [ ]  Cost Risk Assessment (CRA) | [ ]  Constructability |
| [ ]  Value Engineering (VE) Study | [ ]  Cost Estimate Validation Process (CEVP) | [ ]  Design Charrette |
| [ ]  VE Risk Assessment (VERA) | [ ]  update | [ ]  Team Building |
| [ ]  Practical Design Peer Review | [ ]  INFORMATIONAL – workshop/study managed/conducted by region |
| [ ]  *Other (please describe)* |
| Date Preferences: | Results(Draft Report) | Resolve/Respond | Final Report | other |
| Prep meeting | Workshop/Study |
|  |  |  |  |  |  |
| Workshop Format Preference: |  |  |
| [ ]  Virtual | [ ]  In-Person | [ ]  Combination |
| [ ]  No Preference | Workshop Location County: |  |

|  |
| --- |
| *Project Team Information* |
| Project Manager | Telephone | Org Code | Mailstop |
|  |  |  |  |
| If request involves procurement of services outside of WSDOT, Consultant Services requires confirmation that Project/Contract  |
| Manager has completed all Department of Enterprise Services (DES) required Contract Mgmt Training. Date Completed |  |
| Mailing Address |  |
|  |

Project Team Contacts: Assignment is critical to the quality and completeness of workshop report(s)

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Title | Telephone | E-mail |
|  | *Quality Reviewer* |  |  |
|  | *Report Editor* |  |  |

|  |  |
| --- | --- |
| *Project Information* |  |
| Project Title |
|  |

|  |
| --- |
| Project Website |
| [*Insert project website address here*](https://wsdot.wa.gov/publications/fulltext/cevp/Insert%20project%20website%20address%20here) |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| State Route | MP | to | MP | County(s) | Region | % Design complete |
|  |  |  |  |  |  |

|  |
| --- |
| List all funding source information—CWA, TPA, Nickel, PEF, RTID, Federal, Federal Aid Number, % Federal Aid, etc. |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Design/Bid/Build → | Preliminary Engineering | Right-of-way | Construction |
| [ ]  Design/Build → | Owner Conceptual Design | Right-of-way | Design/Build |
| Current Budget |  |  |  |
| Current Estimate |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Target AD or RFP Date |  | End of Construction Date |  |

|  |
| --- |
| The following project information may be copied from another document, included in an attached document such as BOD, and/or as files placed on shared FTP site:  |
| ● Project Description | ● Project Scope | ● Project Management Plan |
| ● Baseline Need(s) | ● Legislative Intent | ● Risk Management Plan |
| ● Contextual Need(s) | ● Project Charter | ● Previous workshop/study reports |
|  |

|  |  |
| --- | --- |
| FTP Site for workshop/study information sharing: | *place address here* |

|  |
| --- |
| *Indicate Significant Areas of risk, major issues, and focus for this workshop* |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| [ ]  | Environmental |  | [ ]  | Utilities |  | [ ]  | Contracting/Procurement |
| [ ]  | Structures/Geotech |  | [ ]  | Railroad |  | [ ]  | Construction |
| [ ]  | Design (Roadway, Hydraulics, etc.) |  | [ ]  | Partnership/Stakeholders |  | [ ]  | Cost Estimate |
| [ ]  | Right-of-Way |  | [ ]  | Management/Funding |  | [ ]  | Schedule |
| [ ]  | MOT/Staging |  |  |  |  |  |  |

|  |
| --- |
| Describe project concerns for the areas identified above and/or other concerns |
|  |

|  |
| --- |
| List Stakeholders |
|  |