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| 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.

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| 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](mailto:VERA@WSDOT.WA.GOV?subject=VERA%20Workshop%20Request) | | | |  | | |

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

|  |  |  |  |  |  |  |  |
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| *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: | |  | | |

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| *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* |  |  |

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

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

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

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| List all funding source information—CWA, TPA, Nickel, PEF, RTID, Federal, Federal Aid Number, % Federal Aid, etc. |
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| --- | --- | --- | --- |
| Design/Bid/Build → | Preliminary Engineering | Right-of-way | Construction |
| Design/Build → | Owner Conceptual Design | Right-of-way | Design/Build |
| Current Budget |  |  |  |
| Current Estimate |  |  |  |

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

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| 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 |
|  | | |

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

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

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

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

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| List Stakeholders |
|  |