

MEMORANDUM

To: _____, _____ Region, Value Program Coordinator,
(Mail Stop)

From: _____, Design Team Leader (or other appropriate title),
(Mail Stop)

Peer Review: _____, (as appropriate for Region), (Mail Stop)

Subject: Accountability Report on the Value _____ Study for
" _____ "

VE Proposal No 1A.

Background:

The value study team proposed that xxx be used in place of yyy. The estimated savings for this proposal was \$\$\$ and the estimated cost to implement the proposal was \$\$\$.

Final Determination:

The design team concurs with this proposal. The design team has conferred with the client and has agreed **fully accept** this proposal. Our estimate of the actual savings is \$\$\$ and the implementation cost is \$\$. Therefore, the net estimated savings for this proposal is (\$\$\$ - \$\$).

VE Proposal No 1B.

Background:

The value study team proposed that xxx be used in place of yyy. The estimated savings for this proposal was \$\$\$ and the estimated cost to implement the proposal was \$\$\$.

Final Determination:

The design team considers this proposal **withdrawn** since only one proposal could be built and Proposal 1A was accepted as the best solution after conferring with the client. (Only one xxx is expected to be built in this project.)

VE Proposal No 2.

Background:

The value study team proposed that xxx be used in place of yyy. The estimated savings for this proposal was \$\$\$ and the estimated cost to implement the proposal was \$\$\$.

Final Determination:

The design team does not concur with this proposal. The design team has conferred with the client and has reached an agreement to **reject** this proposal. The proposal was rejected because (Sample Reason: Additional data received from the field indicates that the cost to implement this proposal would be high, and some construction features entail potential cost increases. The client has determined and the design team concurs that the risk of additional costs being incurred are too great to accept this proposal.)

VE Proposal No 3.

Background:

The value study team proposed that xxx be used in place of yyy. The estimated savings for this proposal was \$\$\$ and the estimated cost to implement the proposal was \$\$\$.

Final Determination:

The design team concurs with parts of this proposal, and after conferring with the client, agreed to **partially accept** this proposal. The features of zzz were determined to (reason for not going that direction) and is the basis for their elimination from further consideration. The estimated of the actual savings for the parts accepted is \$\$\$ and the cost to implement was \$\$. Therefore, the net estimated savings for this proposal was (\$\$\$ - \$\$).

Summary:

The design team assessment of the net savings (savings minus the estimated cost to implement) resulting from the value study is \$\$\$. The estimated cost of the study report (see the proposals section of the study) was \$. Therefore, the design team's estimate of the net savings for this study is (\$\$\$ - \$).

If you have any questions or require additional information, please don't hesitate to call me on XXX-XXXX.

* **Note 1:** The information elements we need in the accountability report, for each VE proposal, are:

- ! Proposal Number
- ! Brief Proposal Description
- ! Recommended Action (Accepted, Partially Accepted, Withdrawn (due to acceptance of a conflicting proposal), or Rejected).
- ! Brief but complete reason for those proposals withdrawn or rejected. Where a proposal is partially accepted or modified in its execution a brief explanation is desirable.
- ! Your Estimate of Savings
- ! Summary paragraph.
- ! The report must confirm that the client was consulted in making the decisions.
- ! The accountability report must have the peer review signature of the cognizant Leadership Team member. (TSC requirement only)

* **Note 2:** Additional information on the study items proposed for further consideration is very useful to us, so any comments you could include in the accountability report about those ideas would be appreciated.