

# Sample Letter and Report

## 1 - Sample of a Value Engineering Change Proposal (VECP) Analysis Report

The following is a sample *VECP Analysis Report* that can be used as a template:

### **Structure Construction – Value Engineering Change Proposal Analysis (VECP) Report**

*Insert Date*

#### **Project Information**

Dist-EA  
Dist-Co-Rte-PM  
Structure or bridge name  
Br. No.

#### **Description of VECP**

*Provide a description of the VECP*

- *Reduce any cost of construction.*
- *Reduce construction activity duration.*
- *Reduce traffic congestion.*
- *Permit issues.*
- *Impact on other projects.*
- *Project impacts, including traffic, schedule, later stages.*
- *Peer reviews.*
- *Overall proposal merits.*
- *Review times required by the Department and other agencies.*
- *Etc.*

**Structure(s) Affected:** *(Identify any structures that are affected)*

#### **Chronology:**

*Proposal Concept received: (date)*  
*Proposal Concept accepted or rejected: (date)*  
*VECP received: (date)*  
*VECP accepted or rejected: (date)*  
*Change Order issued: (date)*  
*Elapsed review time: \_\_\_\_\_ days*

Structure Construction Value Engineering Change Proposal (VECP) Report continued

**Introduction:**

This report presents the results of the review for the *(insert type of review completed, i.e., Proposal Concept or VECP)*.

**Discussion:**

Positive Aspects of the VECP – *List and clarify*

Reasons the VECP should be rejected – *This portion of the report would describe specific deficiencies found with the Proposal Concept or VECP that would be cause for rejection i.e.*

**Recommendation of the Structure Representative:**

Authorization – No exceptions were found with the VECP (*number or title of VECP or other unique identifier*).

Rejection:

Structure Construction does not accept the VECP. The *(insert type of review completed, i.e. Proposal Concept or VECP)* for *(identify specific location)* of the *(Bridge name, Br. No.)*, based upon the analysis that found the deficiencies listed above. This VECP was discussed with <<Names>> and the Construction Deputy and they concur with this decision for the reasons listed below.

Reasons for Rejection:

1. (list reason(s))

If you have any questions regarding this report, please contact Structure Representative at (XXX) XXX-XXXX.

Steve Street, P.E.  
Structure Representative  
Structure Construction

# 2 - Sample Letter to the Contractor for Overloads

## DEPARTMENT OF TRANSPORTATION

STRUCTURE CONSTRUCTION  
P1801 30<sup>TH</sup> STREET, MS 9-2/11H  
SACRAMENTO, CA 95816-7006  
PHONE (916) 227-7777  
FAX (916) 227-8179  
TTY 711  
www.dot.ca.gov



*Making Conservation  
a California Way of Life!*

Month date, year

<Contractor Information>

Title if not in line above

Organization

Address

City, ST ZIP

Dear :

Your request dated (date) for permission to cross the (name of bridge), Br. No. (xxx), with construction overloads is approved in accordance with the provisions of Section 5-1.37B, *Load Limits*, of the Standard Specifications, subject to the following conditions:

1. The approaches at each end of the bridge must be completed to the grade required to provide a smooth transition to the bridge roadway, and must be maintained in a smooth and uniform condition at all times while construction equipment is in use, for a length of not less than 150 feet measured from the bridge ends. Local depressions in the approaches in the vicinity of the bridge ends will not be permitted.
2. Construction equipment, either loaded or unloaded, must be operated at all times at a speed and in a manner so that no bouncing of the equipment occurs while the equipment is crossing the bridge.
3. Construction equipment must be confined to the construction equipment lane by means of substantial, temporary physical barriers.
4. Only one construction overload will be permitted on the bridge at any time.
5. On completion of the operation that requires the use of a construction overload, the bridge roadway must be cleaned and physical barriers used in connection with the construction equipment lane must be removed and disposed of away from the job site.

Note: Other conditions or restrictions may be added as necessary to suit particular job circumstances

*"Provide a safe and reliable transportation network that serves all people and respects the environment"*

**Figure 1. Sample Letter to the Contractor Permitting Construction Overload**