

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF TRANSPORTATION  
**CONSTRUCTION DIRECTIVE**  
**MEMORANDUM**

**GENERAL SUBJECT:** Section 514 Field Offices      **NUMBER:** CD-2007-2  
**DATE:** Reissued April 2, 2007

**SPECIFIC SUBJECT:** Network Connectivity for Field Offices      **SUPERSEDES:** N/A  
**SUNSET/  
EXPIRES:** March 30, 2012

Original with signature on file in the office of the  
Scheduling and Contract Division

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W. BYRON COBURN, JR., P.E.  
STATE CONSTRUCTION ENGINEER

**PURPOSE:** The purpose of this CD is to clarify the process for securing network connectivity in construction field offices.

**To:–** District Administrators  
Division Administrators  
District Technology Resource Managers

VDOT has the need for network connectivity in its construction field offices. The Scheduling and Contract Division in connection with the Virginia Information Technologies Agency (VITA) will be responsible for securing network connectivity for construction and maintenance projects scheduled for advertisement. For security and administrative reasons, this will not be an included or separate contract item to be secured by the Contractor.

To secure connectivity a form, approved by the VDOT Information Technology Director, has been created to begin and monitor this process. Please complete and electronically submit the form to your District Technology Resource Managers (DTRM). This form will be forwarded to VITA for fulfillment. A copy of this form is attached for your information.

An electronic “fill-it” version of this form can be located in two places:

<http://insidevdot/Construction/default.aspx> Under Tool Kit and  
<http://insidevdot/sites/SanC/default.aspx> Under Resource Links

Please keep in mind this is a stepped process which requires specific information and lead time. We recommend this form be initially submitted at project advertisement to begin the process so as to determine what potential vendors are available to the project site. Once that determination is made by

VITA, the actual placing of the order will require a 911 address (see form), which should be ascertained from the Contractor as quickly as possible shortly before or promptly after award of the contract.

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CC: David Ekern, Commissioner  
Commissioner's Staff  
District Technology Resource Managers  
District Construction Engineers  
District Maintenance Engineers  
District Civil Rights Managers  
District Contract Managers  
Area Construction Engineers  
Residency Administrators  
Assistant Resident Administrators  
Construction Managers  
Project Inspectors  
Virginia Information Technologies Agency  
Federal Highway Administration  
American Concrete Pavement Association  
Virginia Ready-Mixed Concrete Association  
Precast Concrete Association of Virginia  
Virginia Department of Minority Business Enterprise  
Virginia Transportation Construction Alliance  
Old Dominion Highway Contractors Association  
Virginia Asphalt Association

## CONSTRUCTION TELECOMMUNICATIONS REQUEST FORM

Please email to the District Technology Resource Manager  
A minimum lead time of 45 business days may apply depending upon type of service available.

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### PLEASE USE TAB KEY TO MOVE TO NEXT BOX.

District (from drop down menu):

Project Manager:

Project Manager phone number (area code + number; no spaces or dashes): 000-000-0000

Project Address (Specific 911 Address):

City or Town and Zip Code:

Site Phone (Need site phone number to install DSL service): 000-000-0000

If service availability is known please indicate type of service:

Project No. & UPC:

Project Charge Codes - Speed Type:           ; Org Code:           ; Activity Code:           ; OPC Code:

Project start date (mm/dd/yy):

Project end date (mm/dd/yy):

Number of users at site:

Number of network printers on site:

District Technology Resource Manager from drop down menu:

Comments:

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