ARIZONA DEPARTMENT OF TRANSPORTATION
INTERMODAL TRANSPORTATION DIVISION
ENGINEERING CONSULTANTS SECTION
205 South 17th Avenue - Room 293E, Mail Drop 616E
Phoenix, Arizona 85007

Arizona Governor's Award for Quality
1995 Pioneer Award Recipient

JANE DEE HULL
Governor

MARY E. PETERS
Director

State Engineer

July 9, 1999

Engineering Consultants Section

INFORMATION BULLETIN 99-14

TO: Consultants

FROM: Engineering Consultants Section

SUBJECT: Policy and Procedures for Construction Administration Site License and hardware

Attached are the Technical Information Resources (TIR) Policies and Procedures regarding firms that are awarded construction administration projects. These requirements refer to software site license and purchase of hardware.

If you have any questions regarding this information, please call Rich Nacinovich at 712-4833

ARIZONA DEPARTMENT OF TRANSPORTATION

TRANSPORTATION SUPPORT -- TECHNICAL INFORMATION RESOURCES

206 South Seventeenth Avenue, Mail Drop 119A, Phoenix, Arizona 85007-3213

JANE DEE HULL
Governor

MARY E. PETERS
Director
EDWARD D. WRIGHT
Deputy Director

To Whom It May Concern:

We would like to take this opportunity to thank you for bidding our project work. And, if you are awarded a future contract, your firm will be required to conduct the work necessary by use of ADOT developed software and interact with our network to access data. This will require you to:

1. review and agree to follow all pertinent ADOT Polices, Standards & Procedures relative to the work you will be performing. Our Business Partnerships Customer Support Representative will inform you how to access this information, once your firm has been awarded the contract. In the event you wish to view these polices prior to the signing of the contract, please contact myself for the proper information.

2. properly submit all of required documentation to initiate the process to set up your computer environment. Upon receipt of the "Notice To Proceed", Business Partnerships will mail your firm the manual "How To Connect To The ADOT Network In 5 Easy Steps". This manual will guide you through the process and provide all forms required and instructions as to the initiation and submission of all the documentation.

3. purchase hardware and software licenses that meets ADOT's minimum requirements in order for us to establish your access to our network. TIR's minimum requirements are included in the scope of the contract – Appendix C and in the manual.

4. have appropriate staff available for specific training to utilize our custom software.

5. become familiar with the IT support ADOT will provide and your responsibilities in reference to obtaining the support.

In order to guide you through the activation process, Rich Nacinovich will be a working with you to address your questions and make sure we provide a timely response to meet your needs. Rich can be reached at (602) 712-4833. Feel free to contact him if you have any questions regarding this process.Kathi L. Wright

Business Partnerships Manager
(602) 712-6723
Technical Information Resources
Enclosures (5)

KLW/m

ADOT TIR

Consultant Minimum PC Specifications

Minimum Requirements

- **ADOT TIR used the recommended Compaq systems above in testing both the FAST & PEP Applications and Remote, Dial-up Server Access. ADOT TIR does not recommend or endorse any one computer manufacturer; however, does use Compaq systems internally. TIR technical support *cannot* be guaranteed if hardware / software configuration varies from specified minimums below.**

Workstation – Each workstation needing ADOT Software will need to meet the following minimum requirements. (Minimums may be exceeded, if desired)

Compaq Desk Pro EN PII 400 MHz Small Forms Factor PC, 128 MB SDRAM (64 MB Upgrade), 6.4 Gigabyte HDD, 3Com 56K v.90 Modem, SlimLine 24x CD- ROM Drive (for Small Forms Factor PC)

Software – Quantity will be one **license** for each workstation ordered above. Your ADOT Technician will load software.

Microsoft Windows NT 4.0 Workstation, Network Associates Virus Scan for NT, Microsoft Office 97 Professional

Communications – Quantity will be one for each workstation ordered above.

Analog, Outgoing Phone Line, Modular Line Cord to connect Modem to Wall Jack*

*Note: Please place wall jack near computer workstation.