



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION

1401 East Broad Street
Richmond, Virginia 23219-2000

Stephen C. Brich, P. E.
COMMISSIONER

September 21, 2020

MEMORANDUM

TO: District Construction Engineers

FROM: Kerry A. Bates, P.E. – State Construction Engineer

Bates, Kerry A., P.E.

Digitally signed by Bates, Kerry A., P.E.
DN: cn=Bates, Kerry A., P.E., ou=VDOT,
ou=End Users, ou=COV Users, DC=ov,
DC=Virginia, C=us
Date: 2020.09.21 10:49:51 -0400

SUBJECT: Mobile Communications Devices for Construction Engineering and Inspection
Professional Services Consultant Contracts

Effective immediately, the mobile communications devices identified in the table below shall be allowed as a monthly direct cost for field personnel (to include, but not be limited to, all inspector classifications, construction managers, and responsible charge engineers) identified on new task orders for all Construction Division Construction Engineering and Inspection Contracts with the Department. Mobile communication devices as specified in this document are required as construction equipment for all field personnel at all times on VDOT projects advertised after October 6, 2020. In addition, District Construction Engineers have the discretion and authority to require the use of these mobile communication devices on any project in their District advertised prior to this date. Doing so would require the issuance of a new task order that includes the revised reimbursement rates listed herein.

All devices and software shall meet the specifications and requirements shown in the tables below and must adhere to the latest Commonwealth of Virginia information security policies and standards: <https://www.vita.virginia.gov/it-governance/itrm-policies-standards/>.

These mobile communication devices **shall be paid at the following flat rates:**

Smart Phone with Cellular and Data Coverage Only	\$45/month
Smart Phone, iPad and accessories, Cellular and Data Coverage for both, and PlanGrid License	\$145/month

VDOT will re-evaluate this rate annually based on the Consumer Price Index (CPI). VDOT will reimburse allocable and supported mobile communication device costs for the period used not to

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exceed 48 (forty-eight) months. The consultant shall implement controls to bill only eligible costs to VDOT. If the devices are used on multiple projects during the billing period, the flat rate will be prorated among the projects based on number of hours worked per project. This includes use on non-VDOT projects.

No costs associated with mobile communication devices for field personnel shall be included in overhead calculations except as allowed by 48 CFR 31.205-17. All reimbursable costs shall be consistent with the cost principles contained in the Federal Acquisition Regulations (FAR) of Part 31 of Title 48 of the Code of Federal Regulations. Specifically, direct costs are not allowable as indirect costs per FAR 48 CFR 31.202 and 31.203.

For all existing task orders, mobile communication devices will be compensated as identified in the task order.

This memorandum supersedes the Mobile Communications Devices for Construction Engineering and Inspection Professional Services Consultant Contracts dated January 1, 2014.

Minimum Specifications for Consultant Mobile Communication Devices		
Cellular Enabled Apple iPad		
Item	Feature	Description
1	Operating System	iOS 11 or newer, must be capable of running the latest version of PlanGrid and G Suite
2	Screen Size	9.7 inches
3	Memory	128 GB
4	Model Year	2018 or newer, device shall never be more than forty eight months old
5	Camera	Camera Required, Camera Mega-pixels: 1.2 Front, 0.8 Rear
6	Security	VITA Mobile Device Management (MDM) enabled
7	Cellular	Cellular Data Enabled
8	Cellular Service	Must provide adequate cellular and data capabilities at the location of all jobsites to which user is assigned, if cell service is available (regardless of provider). Independent cellular coverage of iPad, separate of smart phone, is required.
9	Data Plan	Sufficient data quantity to meet the needs of the project(s) to which the user is assigned
Smart Phone		
Item	Feature	Description
1	Operating System	iOS or Android
2	Model Year	Device shall never be more than forty eight months old
3	Cellular	Cellular Data Enabled
4	Cellular Service	Must provide adequate coverage and data capabilities at the location of all jobsites to which user is assigned, if cell service is available (regardless of provider)
5	Data Plan	Sufficient data quantity to meet the needs of the project(s) to which the user is assigned
PlanGrid License		
Item	Feature	Description
1	Brand	PlanGrid
2	License Size	Sufficient to provide access to all sheets of all projects to which user is assigned
iPad Accessories		
Item	Feature	Description
1	Keyboard	Bluetooth keyboard compatible with iPad
2	Case	Ruggedized case with impact and water resistance