AGENCY SPONSORED CONSULTANT LICENSES FOR AASHTOWARE BRIDGE RATING

Consultants with current load rating and/or design work with VDOT, or any independent city within the Commonwealth of Virginia, may request an AASHTO Bridge Rating Agency Sponsored Consultant License. The license(s) are provided at no cost to the Consultant. For other licensing options, see the current AASHTOWare catalog at the website provided below.

At the start of each licensing year (July 1st), VDOT will compile a list of eligible Consultants with active load rating and/or design work and forward to AASHTO as indicated under the Annual Licensing Agreements/Process outlined below. Consultants signing contracts with VDOT during the licensing year (i.e. after July 1st) with load rating and/or design work will submit completed forms to the Structure and Bridge Division Consultant Coordinator for the project as indicated under the License Requests after July 1st process outlined below.

Consultants with load rating and/or design work that span across licensing years will be required to return the license/software to AASHTO at the end of the licensing year, will be included in VDOT’s eligible list for the upcoming year and will be required to complete the Annual Licensing Agreements/Process for the new licensing year.

Annual Licensing Agreements/Process (July 1st):

1) VDOT will provide AASHTO with a list of Consultants performing bridge rating and/or design work for VDOT, and independent cities, that are eligible to be assigned license(s) upon completion of the licensing agreements/process.

2) VDOT will contact Consultants informing them of their eligibility for a license.

3) Consultants requesting a license shall register at: http://store.aashtoware.org
   To begin, please access http://store.aashtoware.org and enter your email address under the ‘Register’ area on the right hand side of the screen, then select ‘Next’ to begin the registration process.
Once the requestor has registered, they will receive an account verification e-mail from the AASHTOWare Manager Online Store that can be used to login to the store and place their order.

Upon log in, the “My Orders” page will open. From this page, new orders can be placed or the status of existing orders can be checked.

### My Orders

Tony Barati  
Virginia Department of Transportation  
1401 E. Broad Street Richmond, Virginia 23219, USA  
📞 +1 (804) 786-5117  
✉️ tony.barati@vdot.virginia.gov

### AASHTOWare Orders

<table>
<thead>
<tr>
<th>Status</th>
<th>Order Date</th>
<th>Order Number</th>
<th>Billing Contact</th>
<th>Order Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6/3/2019</td>
<td>00000863</td>
<td>Lisa Hawkins (<a href="mailto:Lisa.Hawkins@vdot.virginia.gov">Lisa.Hawkins@vdot.virginia.gov</a>)</td>
<td>$742,200</td>
</tr>
<tr>
<td></td>
<td>6/8/2018</td>
<td>00000873</td>
<td>Lisa Hawkins (<a href="mailto:Lisa.Hawkins@vdot.virginia.gov">Lisa.Hawkins@vdot.virginia.gov</a>)</td>
<td>$717,000</td>
</tr>
<tr>
<td></td>
<td>5/25/2017</td>
<td>00007754</td>
<td>Gina Poulos (<a href="mailto:gina.poulos@vdot.virginia.gov">gina.poulos@vdot.virginia.gov</a>)</td>
<td>$1,076,800</td>
</tr>
<tr>
<td></td>
<td>7/27/2016</td>
<td>00007244</td>
<td>Dwaine Ware (<a href="mailto:dwaine.ware@vdot.virginia.gov">dwaine.ware@vdot.virginia.gov</a>)</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td>6/13/2016</td>
<td>00006995</td>
<td>Gina Poulos (<a href="mailto:gina.poulos@vdot.virginia.gov">gina.poulos@vdot.virginia.gov</a>)</td>
<td>$685,700</td>
</tr>
</tbody>
</table>

By selecting “Place New Order”, the Order Wizard will open and step the user through the ordering process.
After you select the item needed click on Next and proceed to next window.
Find and select your name under Primary End User and click on Next.

Your order items will display as shown below.
Order Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Sponsoring Agency</th>
<th>Quantity</th>
<th>Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>AASHTOWare Bridge Design/Rating (1)</td>
<td>AASHTOWare Bridge Rating Agency Sponsored Consultant Licenses</td>
<td>N/A</td>
<td>1</td>
</tr>
</tbody>
</table>

Sub-Total: $0

Designees

Primary End-User: Tony Barati (tony.barati@vdot.virginia.gov)
Shipping Designee: N/A

Payment Information

Payment Method: Payment method is not applicable when the order amount is equal to $0.

License Agreement

Please contact Angel Williams at angelw@ashto.org for information on AASHTOWare software license agreement for member agency. By selecting and clicking the “I agree” button, you acknowledge that you have read and agree to the terms and conditions of this agreement. AASHTO software products are protected under United States copyright laws and international copyright treaties. Any use or copying of AASHTO software products except through this license agreement is prohibited.

I agree to the terms and conditions.*

Check agree to the terms and conditions and place your order.

Once you complete your order, the AASHTOWare Manger will verify your request with VDOT list of qualified consultants, if eligible, they will complete the order and the AASHTOWare Bridge Rating Contractor will email the link with instructions to the end-user and/ or shipping designee listed on the online software request order.

All support calls/instances for the Agency Sponsored Consultant Licenses must be directed through VDOT’s AASHTOWare Bridge Rating Support Coordinator, Jonathan Mallard, at jonathan.mallard@vdot.virginia.gov.

The license/software is returned to AASHTO (Contractor) upon expiration of the license on June 30th annually or upon completion of the work.
License Requests after July 1st:


On page 1, identify the Company (Entity requesting license). Indicate “VA” in the field for Purchase Order Number (along with the number if applicable). Check the “AASHTOWare Bridge Rating Agency Sponsored Consultant License – No Fee” option and the quantity. On page 5, complete the “Primary Billing and Financial Designation” section (even when no fees will be paid) and the “AASHTOWare Bridge Design/Rating End-User” section. Complete page 7 and sign.

Consultants shall forward the completed form to the Structure and Bridge Division Consultant Coordinator for the project (Design, Design-Build, P3, etc.).

2) The Consultant Coordinator, or city designee, will review the completed request form and forward to VDOT’s AASHTOWare Bridge Rating Support Coordinator, Jonathan Mallard, at jonathan.mallard@vdot.virginia.gov describing the Consultant’s current design and/or load rating work with VDOT and the duration of the work. If multiple licenses are requested, the Consultant Coordinator shall provide justification for such.

3) The Support Coordinator will review the completed form and forward the request to AASHTO if in order. If not, the Support Coordinator will contact the Consultant Coordinator, or city designee, for additional information.

4) AASHTO will provide the Consultant with the appropriate Master and Software Supplemental License Agreement, if needed. The Consultant will be required to execute the Agreement with AASHTO and return it prior to receiving the software. Executed agreements can be mailed, emailed or faxed to AASHTO.

5) Upon execution of the agreements, AASHTO will update the end-user designee list and provide such to the AASHTOWare Bridge Rating Contractor.

6) The Contractor will provide the software to the Consultant.

7) All support calls_INSTANCES for the Agency Sponsored Consultant Licenses must be directed through VDOT’s AASHTOWare Bridge Rating Support Coordinator.

8) The license/software is returned to AASHTO (Contractor) upon expiration of the license on June 30th annually or upon completion of the work.