



**TO:** Vienna Construction Industry  
**FROM:** Brian Nguyen, Engineer  
**DATE:** December 26, 2025  
**SUBJECT:** LTI 25-002 Updates to the Town's General Notes

**The Town of Vienna has updated its 'General Notes' to reinforce existing requirements and elevate quality assurance standards, with the goal of improving project coordination, construction quality, and regulatory compliance. These updates reaffirm existing expectations outlined in the Town's Public Infrastructure Manual (PIM).**

**KEY UPDATES:**

11. ALL CONCRETE USED IN PUBLIC RIGHT OF WAY – INCLUDING, BUT NOT LIMITED TO, SIDEWALKS, DRIVEWAYS, CURBS, GUTTERS, RAMPS, APRONS, AND PADS – SHALL BE VDOT-SPECIFIED CLASS A3 CONCRETE IN ACCORDANCE WITH THE TOWN'S PUBLIC INFRASTRUCTURE MANUAL (PIM). APPLICANTS SHALL SUBMIT A CONCRETE TICKET FROM A **VDOT-APPROVED PROVIDER**. EACH TICKET SHALL INDICATE THE VDOT MIX DESIGN NUMBER, BATCH PLANT LOCATION, LOAD VOLUME, AND TIME OF MIX. THESE TICKETS MUST BE SUBMITTED PRIOR TO THE CLOSE OUT OF PROJECTS. IF THE CONCRETE TICKET IS NOT FROM A VDOT-APPROVED PROVIDER, A VDOT CONCRETE MIX DESIGN SHEET SHALL BE PROVIDED TO DEMONSTRATE COMPLIANCE WITH THIS SPECIFICATION.

12. ALL TRENCHING AND BACKFILL FOR UTILITY INSTALLATIONS WITHIN PUBLIC RIGHT-OF-WAY OR EASEMENTS SHALL CONFORM TO THE LATEST EDITION OF THE VDOT ASPHALT PAVEMENT RESTORATION DETAIL IN ACCORDANCE WITH THE TOWN'S PUBLIC INFRASTRUCTURE MANUAL (PIM) FOR OPEN CUT UTILITY INSTALLATION.

13. THE APPLICANT IS RESPONSIBLE FOR ENSURING ALL UTILITIES ARE BUILT PER APPROVED PLANS. ANY CHANGES MUST BE COORDINATED WITH AND APPROVED BY THE TOWN BEFORE CONSTRUCTION.

These revisions are intended to enhance communication between the Town and contractors and maintain high standards for public safety and infrastructure integrity. Compliance with these notes is essential to avoid delays, rework, or penalties. Please see examples of a VDOT concrete ticket and mix design sheet below.

Note: Any project submitted on or after January 26, 2025 must conform to the revised General Notes. The full, updated General Notes can be found on the Town's website at

<https://www.viennava.gov/Town-Departments/Public-Works/Checklists-Guides-Manuals>

We appreciate your cooperation and your continued partnership in enhancing the Town's infrastructure.

If you have any questions or need clarification, please feel free to contact me.

**Brian Nguyen** | Engineer

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**Vienna, VA 22180**

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**SAMPLE CONCRETE TICKET:**



**TITAN VIRGINIA READY-MIX LLC  
SPRINGFIELD RM**

Ticket Number  
**315318**

"Thank you - We appreciate your business"

Delivery Date <b>09/03/2024</b>	Plant <b>204_A</b>	Truck <b>729</b>	Driver <b>ROBINSON, AMELIA</b>	Batch Time <i>12:00</i>
Customer No. <b>1000035289</b>	Customer Name <b>A&amp;M CONCRETE CORPORATION</b>			Load <i>12:00</i>
Order No. <b>459649</b>	Customer PO No. <b>2454206</b>	Slump <b>4.00</b>	Do not write in this section	Arrive Job Site
Delivery Name and Address <b>TOWN OF VIENNA 403 JOHNSON STREET SW VIENNA</b>				Start Discharge
Instructions 395 S - 495 TYSONS - 66 W - R NUTLEY ST SW - R COURTHOUSE RD SW- L GLEN AVE SW - L JOHNSON ST SW TO 403 SIDEWALK				Leave Job Site
				Arrive Plant
				Batchman

Quantity	Product	UM	Unit Price	Amount
Load	Cumulative	Ordered	Code	Description
10.00	10.00	10.00	D7JN5R20	A4 GENERAL LOW PERM
10.00	10.00	1.00	98000302	ENVIRONMENTAL FEE
1.00	1.00	1.00	98000303	VARIABLE FUEL SURCHAR
				yd
				CY
				LD

<p><b>NOTICE: The strength of concrete described is based upon a slump of 3 to 5 inches, or as specified by the approved mix design, when tested in accordance with ASTM C 94.58. The customer is responsible for requirements of ACI 305 and 306.</b></p>		Subtotal
		Sales Tax
		Total
Concrete tests performed on job	Water added at job site - quantity	<p>I have read and agree with the items stated on the reverse side of this delivery ticket and acknowledge receipt of an MSDS warning about handling the material delivered. I agree that receiving these materials constitutes acceptance of Seller's Terms and Conditions of Sale.</p>
Air Temperature		
Slump		
Cylinders		
Customer authorization		<p>Materials recieved by</p> <p>Time Unloaded</p> <p><b>X</b></p>

**SAMPLE VDOT APPROVED MIX DESIGN:**

Form TL-27MC (Revised 12/07)

**VIRGINIA DEPARTMENT OF TRANSPORTATION  
MATERIALS DIVISION**

**STATEMENT OF HYDRAULIC CEMENT CONCRETE MIX DESIGN**

Submit one copy to the District Administrator, Virginia Department of Transportation. Approval must be received by the contractor from the Materials Division before work is begun. This mix design is approved for all projects of the Department for the class of concrete shown: Calendar Year 2024 Mix Design No. 9071-H-24

Producer Titan America Plant Location Springfield (plt 1) Phone 571-297-1044  
 Type of Mix: Ready Mix Job Mix D7JN5R20 Date 11/20/2023

Mix Design - One Cubic Yard (Meter) Based on SSD Condition

Class of Concrete (Q) A4 General	(E) Slump/ (M) Flow	<u>2-4</u>	In.	mm	Air Content	<u>6.5 +/- 1.5</u> %
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Material	Type	Quantities	Code	Source Name	Plant/Quarry Location
Cement	<u>1L</u>	<u>320</u> lbs. / <u>145</u> kg.	<u>10</u>	<u>Lehigh</u>	<u>Union Bridge, MD</u>
Min Admix 1	<u>Slag</u>	<u>320</u> lbs. / <u>145</u> kg.	<u>700</u>	<u>Lafarge</u>	<u>Baltimore, MD</u>
Min Admix 2					
Sand <sup>(1)</sup>		<u>1194</u> lbs. / <u>541</u> kg.	<u>6033</u>	<u>Agg Industries</u>	<u>King Geogre, VA</u>
No. <u>57</u> Stone <sup>(1)</sup>		<u>1888</u> lbs. / <u>856</u> kg.	<u>7015</u>	<u>Vulcan Materials</u>	<u>Warrenton, VA</u>
Gr./No. Aggr. <sup>(1)</sup>					
Water <sup>(2)</sup>	<u>266.5</u> lbs.	<u>32</u> gal. / <u>121</u> L.		<u>Well</u>	<u>Plant site</u>
Admixture (AE) <sup>(3)</sup>	<u>Varies</u>	oz. / ml.	<u>54</u>	<u>MBS (MasterAir AE 90)</u>	<u>Cleveland, OH</u>
Admixture (Retarder) <sup>(3)</sup>	<u>Varies</u>	oz. / ml.	<u>138</u>	<u>MBS (MasterSet Delvo)</u>	<u>Cleveland, OH</u>
Admixture (HRWR) <sup>(3)</sup>	<u>Varies</u>	oz. / ml.	<u>366</u>	<u>MBS (Masterglenium 7620)</u>	<u>Cleveland, OH</u>
Admixture (Slump Retention) <sup>(3)</sup>	<u>Varies</u>	oz. / ml.	<u>273</u>	<u>MBS (MasterSure Z60)</u>	<u>Cleveland, OH</u>

NOTES:

(1) The quantities of fine and coarse aggregates necessary to conform to specifications in regard to consistency and workability shall be determined by the method described in "Recommended Practice for Selecting Proportions for Normal Weight Concrete" (ACI-211.1) and the actual quantities used shall not deviate more than plus or minus 5 percent from such quantities.

(2) To provide minimum slump permissible in Table II-17 while satisfying placement and finishing requirements. A separate design shall be submitted for each slump desired.

(3) The quantity of admixture will not be approved or disapproved since it varies considerably and must be initially established by trial and error by the producer or contractor with subsequent adjustment during batching to maintain the desired results within the range specified.

Mineral Admixture #1 - sp.gr.	<u>2.93</u>
Mineral Admixture #2 - sp.gr.	
Sand - Abs.	<u>0.9</u>
Sand - F.M.	<u>3</u>
Sand - sp.gr.	<u>2.62</u>
C.A. #1 - Abs.	<u>0.6</u>
C.A. #1 - sp.gr.	<u>2.95</u>
C.A. #1 Unit mass	<u>107.6</u> / <u>1000</u> kg/C.M.
Aggr. #2 - Abs.	
Aggr. #2 - sp.gr.	
2nd F.A./C.A.-F.M./u.wt.	
Design W/C Ratio	<u>0.42</u>

Contractor \_\_\_\_\_ By M. M.  
(Name of Company) (Certified Technician Preparing Form)  
 Producer Technician's Expiration Date 12/31/2026  
(Do Not Use Social Security Number)

FOR DEPARTMENT USE ONLY

Remarks: OK

Copies: District Materials Engineer  
 Project Inspector  
 Plant Inspector  
 Sub-Contractor and / or R.M. Producer

Checked by B. Kimmer  
 Approved by [Signature]  
 For David Shiells 11/30/2023 District Materials Engineer

Approved tentatively subject to the production of material meeting the requirements of the Specifications and Special Provisions.

**APPROVED VDOT CONCRETE PRODUCERS (AS OF 12/08/25, SUBJECT TO CHANGE):**  
**NOTE: PLANTS HIGHLIGHTED RED DO NOT CURRENTLY HAVE ANY APPROVED MIX DESIGNS.**

Concrete Plants  
Rev. 02/12/18

NOVA DISTRICT APPROVED CONCRETE PRODUCERS					
NOVA CONCRETE PLANTS MAP					
VDOT ID No.	Producer	Plant Name	Producer ID No.	Plant Location	Phone
4058	Heartland Concrete	Petersburg	4058	23300 Airport St., Petersburg, VA 23803	804-518-0361
9001	Vulcan Materials	Edsall	2514	5412 Industrial Dr. Springfield, VA 22151	703-354-5783
9002	Vulcan Materials	Falls Church	2452	7103 Gordon Rd. Fall Church, VA 22043	703-658-3263
9003	Vulcan Materials	Shirlington	5451	2651 Shirlington Rd. Arlington, VA 22206	703-658-3262
9008	Vulcan Materials	Dulles #1	5453	44866 Old Ox Rd. Sterling, VA 20166	703-906-0695
9009	Vulcan Materials	Woodbridge	2512	936 Annapolis Way Woodbridge, VA 22191	703-490-8228
9010	Vulcan Materials	Dumfries	5455	2444 Canal Rd. Dumfries, VA 22026	703-221-2088
9012	Vulcan Materials	Leesburg #1	5469	42574 Cochran Mill Rd. Leesburg, VA 20175	703-777-2049
9022	Vulcan Materials	Dulles #2	5474	44809 Old Ox Rd. Sterling, VA 22170	703-354-6111
9029	Titan-America	Centreville	202	15718 Lee Highway Centreville, VA 20120	703-830-9202
9033	Titan-America	Dumfries	203	3454 Canal Ln. Dumfries, VA 22026	703-221-2003
9034	Holcim	Manassas #1	640	7310 Old Compton Rd. Manassas, VA 20109	703-335-5015
9038	Titan-America	Dulles	201	22963 Concrete Plaza Sterling, VA 20166	703-471-0044
9039	Vulcan Materials	Chantilly	5457	25086 Tanner Ln. Chantilly, VA 20152	703-327-6612
9041	Vulcan Materials	Chantilly #1	71682 (dry) 7168 (central)	44146 Wade Dr. South Riding, VA 20152	703-327-4334
9048	Vulcan Materials	Newington #2	N02	8421 Terminal Rd. Newington, VA 22122	703-550-0665
9053	Vulcan Materials	Gainesville	5466	7300 Rail Line Ct. Gainesville, VA 20155	703-753-1659
9054	Holcim	Manassas #2	671	9321 Developers Dr. Manassas, VA 22109	-
9058	Titan-America	Leesburg	207	42105 Cochran Mill Rd. Leesburg, VA 20147	703-443-2074
9070	Holcim	Chantilly	677	25232 Willard Road Chantilly, VA 20152	703-542-7100
9071	Titan-America	Springfield #1	204	6600 Electronic Drive Springfield, VA 22151	703-478-2600
9072	Titan-America	Springfield #2	204	6600 Electronic Dr. Springfield, VA 22151	703-478-2600
9073	Chaney Enterprises	Gainesville	24	14505 Lee Hwy. Gainesville, VA 20155	540-710-0075
9074	Vulcan Materials	Lorton	7144	8420 Terminal Rd. Lorton, VA 22079	301-577-8800 Ext. 2217
9075	Chaney Enterprises	Lorton	28	9520 Gunston Cove Rd. Lorton, Va. 22079	703-763-4133
9076	Vulcan Materials	Bull Run	2520	27672 Gum Springs Rd. Chantilly, Va. 20152	571-470-4695
9077	Chaney Enterprises	Leesburg	61	42824 Durham Ct. Leesburg, VA. 20175	571-442-9698
9078	DMV Concrete	Fairfax	1	3301 Old Pickett Rd. Fairfax, Va. 22031	703-552-4200 Ext. 110