

MEMORANDUM

February 29, 2016

TO: ACEC-INDOT Bridge Inspection Committee Members

FROM: Cheryl Folz, Lochmueller Group

RE: ACEC-INDOT Bridge Inspection Committee Meeting Minutes  
(meeting held February 26)

The following were in attendance:

Merril Dougherty, INDOT  
Keith Hoernschemeyer, FHWA  
Adam Post, United  
Jon Olson, BF&S  
John Lukac, BLN  
Pat Connor, LTAP

Bill Dittrich, INDOT  
AJ Wortkoetter, INDOT  
Bobby Chandler, Clark Dietz  
Rob Coop, USI Consultants  
Cheryl Folz, Lochmueller Group

Item #1

New County Engineer Representative.

Pat Conner, LTAP, has joined the committee, and will help to find a County Engineer representative to join the committee.

Item #2

Training Update.

- INDOT Bridge Inspection Conference - was held February 15, 2016.
- NHI Courses:
  - 130055 2 week Bridge Inspection class - scheduled for July 11-22, 2016. Merrill is looking to see if there is a need for this class again late in 2016.
  - 130078 3.5 day Fracture Critical Class - INDOT has scheduled this class 4 times in 2016. To register, email Susan Hines.
  - 130053 3 day Refresher Course - INDOT will look into hosting in 2016.
  - 135047 1 day Scour at Highway Bridges - INDOT is considering hosting in early 2017, possibly offering multiple times. LTAP will consider offering course as a part of the County Bridge Conference.
- S-BRITE Certification Inspecting Steel Bridges for Fatigue - This will be required for fracture critical and complex bridge inspectors by 12/31/2016. Multiple class dates are posted and registration is open online.

Item #3

JTRP POD Study.

INDOT and Purdue are working on a study, testing the probability of detection of cracks in steel beams. INDOT & Purdue are looking for volunteers to inspect the steel beam members.

#### Item #4

##### New LPA Inspection Contract

INDOT has had a meeting with ACEC. Kathy Eaton-McKalip is currently looking into the concerns brought up.

- **Shorter Schedule:** Concerns include that it will be very difficult to continually increase the quality of inspections and now reduce the schedule. It was recommended that the schedule for the contract be negotiated between the Consultant and the LPA. AJ Wortkoetter noted that he had seen that some Counties had not received their Bridge Inspection Reports (books) in over a year from NTP. To keep this from happening, a delivery schedule is needed. He also mentioned that if these books were not delivered in 180 days, the Consultant would not get the supplemental for Phase 1A and 2A inspections submitted in adequate time to ensure the inspections are done in time. It was then noted that if the bridge inspections are input into BIAS within the required 60 days, the information would be available to prepare a supplemental.
- **Unit Price Breakdown:** The new contract breaks down the unit cost of inspections per bridge into field work, office work, and travel. AJ noted that he's begun reviewing contracts, and the spreads that he's been seeing for the different categories have been within 5%. INDOT will consider separating the Scour Assessments and Load Ratings from the routine inspection field and office work.
- **Additional Bridge Inspections:** The new contracts cannot have contingencies. If Counties do not have a program in place, identifying which bridges they plan to replace or rehabilitate, the inspection contract cannot include additional inspections to cover the payment of the inspections. The Counties would have to either apply for the additional funding or pay for it themselves.
- **Invoices Denied:** All bridge inspection invoices have to provide descriptions describing the work completed. If adequate explanation is not provided, the invoice will be denied. Counties can send invoices to AJ prior to payment to make sure they are acceptable.
- **Quarterly Reports:** A new SPMS template has been set up for bridge inspection contracts. The LPA can recommend schedule adjustments on the quarterly report, however only AJ can change the official schedule. Quarterly reports from 2014 have been revised with the new schedules.

#### Item #5

##### Compliance Month.

In general, field work should be completed within the compliance month. If a Consultant feels that an exception should be made, a request should be submitted to Merril. AJ will look into if early NTP can be given to Consultants so that office work required prior to field work can be done before the compliance month begins.

#### Item #6

##### Bridges Rated 4 or Lower.

If a bridge has a condition rating of 4 or less, requiring a 12 month inspection cycle, the Inspection Team Leader should use engineering judgement on the type of inspection to do at the 12 month cycle. A special inspection could be done, that would only look at the item with the rating of 4 or less. If the special inspection is done, a report should be written, similar in format to a fracture critical report. Otherwise a full routine inspection could be done at the 12 month cycle. If a routine inspection is completed, all bridge components should be inspected.

The inspection team leader may want to compare cost for a full routine and a special inspection to determine what would be the best value for the County.

If special inspections are done at a 12 month cycle, INDOT will need to review how queries are done to catch special inspections that are done at the 12 month cycle, and may need to clarify language in the Bridge Inspection Manual. During contracting, documentation will need to be sent to AJ, explaining what type of inspection will be done and why it is being inspected at the 12 month cycle.

#### Item #7

Scour Assessment.

The new scour assessment policy was issued in the Bridge Inspection Memo 16-01, and presented at the Bridge Inspection Conference.

#### Item #8

BIAS Updates.

- Phase 3 - The contract update for Phase 3 should improve connections to ERMS. Any wish list items for BIAS should be sent to Kate Francis. It was recommended that any wish list items get the Committee support.
- ERMS Uploads - INDOT is still working on this functionality.
- Culverts - the culvert module is up and running. Rob Coop has tested it, and it seems to be working well.
- Send issues to IN Bridges Help.

#### Item #9

Load Rating Policy.

There are new deadlines for the load ratings to be completed; these deadlines are listed in the attachments with the Bridge Inspection Memo 16-02. New load ratings need to follow the new policy. Load ratings will have to be done using AASHTOWare. Consultants doing work for the Counties will be eligible for the "Special Consultant/Agency Option". Merrill will look into what is needed for Consultants to get the discounted rate. The use of AASHTOWare is expected to help streamline the load rating process and help with the Quality Assurance.

The load rating report will need to be submitted in BIAS. Load rating data files will need to be sent to Merrill at the end of a contract to provide to the next Consultant.

In previous meetings, it had been discussed that you could not change the load rating without creating a new inspection report, if the report had already been approved. Rob mentioned that he had found that the load rating could be changed using the mobile app, without having to create a new report.

#### Item #10

Other Topics.

- Wearing Surface Types - Adjacent box beam bridges without bituminous overlays or cast in place concrete decks should list the wearing surface type (Item 108A) as "No Wearing Surface". If plans are available showing that there is an integral wearing surface in the box beams, Item 108A can be changed accordingly, but there should be proper documentation explaining.
- In-Depth Channel Surveys - The way the Bridge Inspection Manual reads currently, an In-Depth Channel Survey is never required. The manual will be reviewed and clarified as needed. Merrill asked that he be notified of any other potential errors in the manual so that he can resolve them.

- DBE Requirements for Bridge Inspections - This requirement is still being reviewed.
- Sub-Consultant Acknowledgement Forms - Everyone was reminded the importance of the sub-consultant acknowledgement forms being completed for these contracts.
- Closed Bridges - At the Bridge Inspection Conference, Bill Dittrich asked that lists of all permanently closed bridges be sent to Susan Hines. Susan then sent new bridge numbers, adding the letter "P", which stands for "Permanently Closed/Pedestrian/Pulled from Federal Submittal/State Property Structure #". It was asked if closed bridges could be classified as "K" instead of "P" so that they could be more easily identified. BIAS is not capable of doing that at this time.
- ERMS-County Access - AJ asked that we not request access for ERMS-County Access at this time. There are still some bugs that they are trying to work out, and would like to have them fixed prior to giving access.

Item #11

Next Meeting Date. The next committee meeting will be held on Friday, May 13, 2016 at 9:00am in INDOT N642 conference room.