

ACEC-INDOT Bridge Inspection Committee Meeting Minutes

Time: November 19, 2021, 9:00am-11:30am

Location: Microsoft Teams Virtual Meeting

Minutes Prepared by: Jonathan Olson, BF&S

The following members were in attendance:

Anthony Marino, INDOT – Chair

Jonathan Olson, BF&S – Vice Chair

Rob Coop, USI Consultants - Secretary

Bill Dittrich, INDOT

Sharon Street, INDOT

Maricar Gonzalez, INDOT

Sean Hankins, INDOT

Jennifer Hart, INDOT

Wendy Chiles, INDOT

John Lukac, HWC

Scott Minnich, United Consulting

Michael Vereb, Lochmueller Group

Alfred Wessling, BLN

Bobby Chandler, Clark Dietz

Stewart Kline, IACHES (Tippecanoe County)

John Langmaid, INDOT

Jacob Gould, INDOT

Adam Post, INDOT

The following members were absent:

Jeremy Hunter, INDOT

Pat Connor, LTAP

Jose Ortiz, FHWA

Anne Rearick, INDOT

Meeting Summary:

1. Disposition of Current INDOT Staffing - Tony
 - a. Filled Vacancies:
 - i. Statewide Bridge Inspection Program Manager – Anthony Marino 10/17/21
 - ii. LPA/Border Bridge Program Manager – John Langmaid 11/29/21
 - iii. Bridge Inspection Area Engineer – Jacob Gould 9/20/21
 1. Over Fort Wayne, LaPorte, and Greenfield Districts
 - b. Unfilled Vacancies:
 - i. Bridge Inspection Area Engineer
 - ii. Senior Bridge Inspection Engineers/Supervisors
 1. Crawfordsville and LaPorte Districts
 - c. INDOT Bridge Inspection Organization Chart shown.
2. ACEC-INDOT Committee Appointments – Tony
 - a. INDOT has 6 voting appointments. Interpreted as that includes the chair position. INDOT has one voting member appointment vacant.
 - b. Consultant has 8 voting appointments.
 - i. Vice Chair – Scott Minnich stepping down and Jonathan Olson confirmed as new Vice Chair.
 - ii. Secretary – Jonathan Olson stepping down and Rob Coop confirmed as new Secretary.

- iii. One vacancy left – Tony reached out to Ronald Munoz at SJCA and he is interested in joining.
 - c. Non-Voting Members
 - i. A couple vacancies open including county side and academic. Stewart Kline will reach out to IACHES. Tony will reach out to Robert Conner at Purdue.
- 3. Inspection Types – New Categories – Bill/Tony
 - a. Three new categories created
 - i. Post Rehabilitation
 - ii. In-Depth
 - iii. Delinquent
 - b. Item 90 shall not change when using the first two categories.
 - c. Purpose for the first two was to differentiate these specific inspection types from the current catch-all “other” category.
 - d. Delinquent type will help show when bridge is not on schedule and next inspection will not be calculated from that inspection date.
 - e. If an inspection cannot be started due to high water or other reason than it should be a delinquent inspection. If the bridge inspection can be started, partially inspected, and finished soon after, it doesn’t need a delinquent inspection.
 - f. NTP issues should be sent to Tony and Bill so they can assist, if able.
 - g. In-depth inspections:
 - i. Could be used when a portion of the bridge cannot be inspected due to high water or similar.
 - ii. Routine inspection – document area of bridge that cannot be inspected. Then do follow-up inspection (in-depth) shortly after to inspect that portion of the bridge not previously inspected.
 - iii. Requirements for State-owner, strongly encouraged for LPA:
 - 1. If specifying or scheduling an in-depth inspection, must be detailed in the executive summary. If only one inspection, recommend adding to BIAS scheduler.
 - 2. If more than one sequential inspection, these inspections must be detailed in the BIAS scheduler.
 - h. Delinquent inspection documentation:
 - i. If inspection is late – must be done as a “delinquent” inspection type
 - ii. Must notify INDOT bridge inspection leadership immediately
 - iii. Delinquent inspection occurrences and circumstances shall be fully documented in a memo, email document, or similar, and saved to delinquent inspection portion of BIAS files section.
 - iv. Process must be done for each individual bridge file. Process is not intended for whole counties. Important to get contracts done efficiently.
 - v. LPA contracts schedules will continue to be discussed during LPA quarterly meetings.
 - vi. Post Rehabilitation inspection type shouldn’t update item 90 date, which helps maintain inspection month schedules.

- vii. Tony stated that a bridge inspection memo will be coming out soon to address this topic.

4. Critical Findings - Bill

- a. New critical finding training class in development. Will be required to be taken by all team leaders annually.
- b. BIAS Workflow
 - i. Step 1 - Initial notification
 - 1. Done by inspection team leader upon discovery (hasn't been a problem)
 - 2. More inspection photos needed
 - 3. Automated email notifications. Inspectors still need to send separate email message to SPM, Assistant SPM, and others
 - ii. Step 2 - Critical finding QA review
 - 1. Review done by SPM.
 - iii. Step 3 - Initial notification closed
 - 1. Review done by state program manager
 - 2. May need to go to final resolution if two step recommendations
 - iv. Step 4 - Awaiting final resolution
 - 1. Can be skipped when only one recommended action must be executed.
 - 2. Try to keep within 2-month timeframe.
 - 3. Monitored by SPM through email chain correspondence.
 - v. Step 5 – Completed
- c. Urgent/3-day critical findings – Tony would like inspectors to call him.
 - i. Mobile number: 812-681-1032 (normal work hours)
 - ii. Personal mobile number: 812-499-6602 (weekends)
- d. Severe/30-day CF – email correspondence is fine.
- e. Critical Finding SOPs
 - i. Required for district bridge inspection units
 - ii. Recommended for consultants – especially if county is new client
 - 1. Internal notifications
 - 2. Client notifications
 - iii. Jonathan and Scott mentioned they don't think this should be a requirement for consultants at this time. Consultants all have their own SOP's for this. Tony agreed to keep as strong recommendation.

5. LPA Bridge Inspection Change Form – Bill

- a. Change form helps move around inspection money without supplemental.
- b. A few change forms have been denied.
- c. Brenda Fox looking into legality of the form in relation to the contract language.
- d. Current contracts state “estimated number of bridges” so that changes can be more easily made using the Change Form.
- e. Without the change form, INDOT could be looking at up to 92 supplementals per year; one for every county inspection.
- f. Consultants recommended to keep the change form.

- g. NTP issues during INDOT shutdown. Maricar looking for ways to improve, maybe automate this process.
6. RFP Item ID 13676
- a. RFP date 1/11/22 for on call bridge inspection services
 - b. Since RFP is open, cannot answer questions during meeting. Questions need to go through RFP process.
 - c. Scott asked about counties turning over contract management to state, per survey done by Stephanie. No action has been taken on this and it is not a part of the on call bridge inspection services RFP.
7. BRADIN Updates – Jennifer
- a. Metric 13 improvement plan
 - i. NBIS Items 66 and 64
 - ii. Completion date March 31, 2022
 - 1. Contracts should be supplemented by this date.
 - iii. BRADIN enhancements – completed October 2021
 - iv. Industry Guidance – completed July 2021
 - v. Generate HL93 inventory and operating data – to start beginning 2022
 - vi. Supplement LPA contracts – not started
 - 1. Supplement existing LPA bridge inspection contracts within contract cycle 2020-2023 and 2021-2024. After that can be handled in new contracts.
 - vii. NBI code of 3 for items 63 and 65 will no longer be valid. Should be coded 8, which reports rating factors, not tonnage, for ratings completed in LRFR.
 - viii. Sufficiency rating calculations have been updated.
 - ix. Toll road rating factors will not be required for local bridges. New toll road option for local bridges “N/A – local bridges” can be found in the MAD2 tab in BIAS. Checking this in BIAS will make the Toll road ratings factors in BRADIN to not be required.
 - x. LRE’s should be subscribed to INDOT load rating distribution list to receive notification of changes and updates concerning load rating, posting, BRADIN, and LRRA.
 - b. BRADIN enhancements – Sean
 - i. Sean Hankins gives demo of the new BRADIN software.
 - ii. Sean Stated that mass import option for BRADIN should be available by the end of 2021.
8. 23 Metrics and IP/PCA Updates/Status - Tony
- a. Bridge metrics 6, 7, 11 - substantial compliance.
 - i. Action item 1 – workshop held 2021.
 - ii. Action item 2 – INDOT advertising on-call contract for LPA

- iii. Item 92C/93C – deleted special inspection – must send correspondence to SPM when requesting to remove inspection requirements with justification for such. If approved, PDF copy of correspondence shall be in bridge file.
 - b. Bridge metric 14 – post or restrict – compliance
 - i. Code ‘R’ only if it related to load, such as speed limit to reduce impact, not one lane or narrow signage.
 - c. Metric 21 – critical findings – not in compliance
 - i. Action item 1 – auto email notification
 - ii. Action item 2 – revising online critical finding training, due March 31, 2022.
 - 1. Training will be required annually
9. Training – Tony
- a. Bridge inspection workshop – tentatively scheduled for April 2022.
 - i. Topics: critical findings, BRADIN updates, FHWA updates, manual updates
 - b. NHI Courses – anticipate large need for refresher course
 - i. Looking for others to host
 - c. Refresher pilot course in December
10. Infrastructure Bill/New NBI Code
- a. Still reviewing infrastructure bill to see implications
 - b. New NBIS regulations
 - i. Approval process restarted with new administration
 - ii. SECTAN and OBM each allowed 90 days to for review
 - iii. Earliest approval is 6 months
11. Other Topics/Conclusion
- a. Reviewing vendors to replace BIAS, no time frame yet
 - b. INDOT has suspended addition bridges to extended frequency program
 - c. Load rating policy reminder – BIM section 3-9.01 (03)
 - i. Updated load ratings required when ratings drops to 4 or less for deck, super, culvert, or 3 or less for substructure
 - ii. Additional clarification is needed on this item. INDOT will discuss.
 - d. Policy under consideration – changing inspection condition rating threshold for decks, super, sub or culverts from a 4 to a 3 when mandating 12-month inspections
 - e. BIAS inspector records need to stay current – including office and cell phone numbers
 - f. Federal code approval in congress not expected to be effective until June 2022 at the earliest.
12. Next Meeting
- a. 9:00 am February 18 at Indianapolis sub-district.