

ACEC/INDOT Quarterly Meeting

Presenting: Anthony Marino, PE
Bridge Inspection Program Manager
November 19, 2021

WELCOME

Roll call of attendees.

Meeting agenda.

Motions.

- Motion to accept meeting minutes from last ACEC-INDOT meeting was approved; John Lukac made motion; seconded by Jonathon Olson.



AGENDA

- Disposition of Current INDOT Staffing
- ACEC-INDOT Committee Appointments
- Inspection Types – New Categories
- Delinquent Inspection Documentation
- Critical Findings
- LPA Bridge Inspection Change Form
- BRADIN Updates
- 23 Metrics and IP/PCA Updates/Status
- Training
- Infrastructure Bill/New NBI Code
- Other Topics/Conclusion



DISPOSITION OF CURRENT INDOT STAFFING

FILLED VACANCIES

- Statewide Bridge Inspection Program Manager
Anthony Marino – October 17, 2021
- LPA/Border Bridge Program Manager
John Langmaid – November 29, 2021
- Bridge Inspection Area Engineer
Jacob Gould – September 20, 2021
Currently overseeing Fort Wayne, LaPorte, and Greenfield Districts



DISPOSITION OF CURRENT INDOT STAFFING

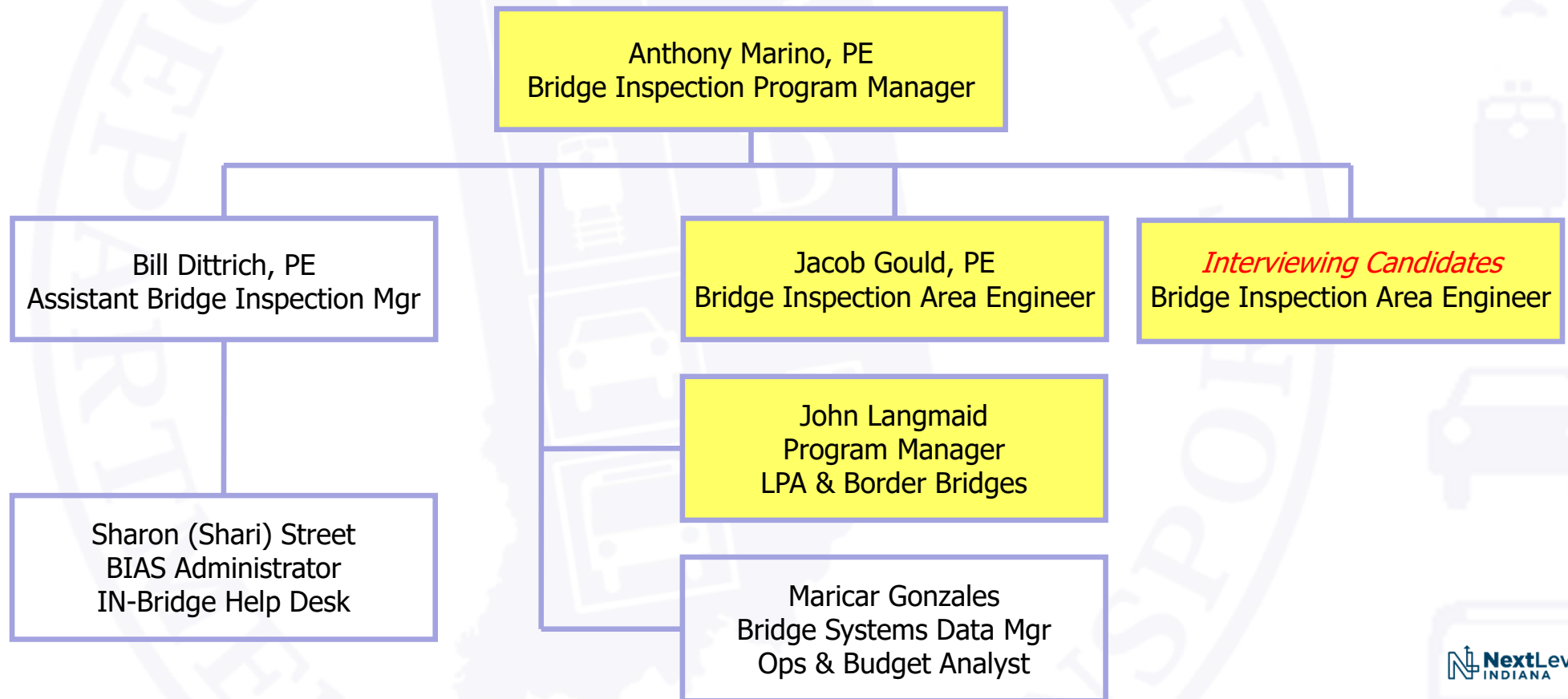
UNFILLED VACANCIES

- Bridge Inspection Area Engineer
Interviewing candidates early next week

Once vacancy is filled, Area Engineer districts will likely be adjusted.

- Senior Bridge Inspection Engineers/Supervisors
Crawfordsville and LaPorte Districts
Approved; anticipate posting positions within next two weeks

DISPOSITION OF CURRENT INDOT STAFFING



ACEC-INDOT COMMITTEE APPOINTMENTS

INDOT COMMITTEE (6 VOTING) APPOINTMENTS – PREVIOUS AND NEW	
Andrew Fitzgerald - Chair	Anthony Marino - Chair
Bill Dittrich	No change
Stephanie Moore (LPA/Border Bridge PM)	John Langmaid (LPA/Border Bridge PM)
Anthony Marino (Area Engineer)	Jacob Gould (Area Engineer)
Randy Strain (Area Engineer)	New Area Engineer once position is filled
FEDERAL HIGHWAY ADMINISTRATION (1 VOTING) APPOINTMENT – PREVIOUS AND NEW	
Jose Ortiz	No change

INDOT has one voting member appointment vacant – INDOT will discuss internally possible member candidates.

ACEC-INDOT COMMITTEE APPOINTMENTS

INSPECTION CONSULTANTS (8 VOTING) APPOINTMENTS – PREVIOUS AND NEW	
Scott Minnich, United Consulting – Vice Chair	Jonathan Olson, BF&S – Vice Chair
Jonathan Olson, BF&S – Secretary	Robert Coop, USI Consultants - Secretary
Michael Vereb, Lochmueller Group	Confirm
John Lukac, HWC Engineering	Confirm
Bobby Chandler, Clark Dietz	Confirm
Robert Coop, USI Consultants	Confirm
Al Wessling, BLN	Confirm

New office holders were proposed and voted on; both votes were unanimous.
One voting appointment still vacant – INDOT will reach out to SJCA and others.

ACEC-INDOT COMMITTEE APPOINTMENTS

NON-VOTING COMMITTEE MEMBERS – PREVIOUS AND NEW	
Shari Street, INDOT BIAS	Confirm
Jennifer Hart, INDOT Load Rating	Confirm
Adam Post, INDOT Asset Mgmt.	Confirm
Stewart Kline, Tippecanoe Co., IACHES	Confirm
IACHES	Vacant
IACHES	Vacant
Pat Connor, LTAP	Confirm
Academics	Vacant

Confirmed current members to remain.

Three appointments still vacant; Stewart Kline would reach out to other county officials at next quarterly meeting.
INDOT will reach out to Dr. Robert Conner for academic member opening.

INSPECTION TYPES – NEW CATEGORIES

- Three new categories created:
 1. “Post Rehabilitation”
 2. “In-Depth”
 3. “Delinquent”
- Item 90 date **SHALL NOT CHANGE** when using the first two categories.
- Purpose for the first two was to differentiate these specific inspection types from the current catch-all “Other” Category.
- Purpose of “Delinquent” is for documenting late inspections.

INSPECTION TYPES – NEW CATEGORIES

In-Depth Inspections:

Per FHWA: It is a close-up, hands-on inspection of one or more members to identify potential deficiencies not readily detectable using routine inspection procedures.

- Could be discovered during routine but don't have proper tools to examine.
- Suspected problem but again, may need other tools.
- More focused inspection scope.
- Above or below water (perhaps flooding not fully receded).
- Does not re-set the routine inspection cycle.

INSPECTION TYPES – NEW CATEGORIES

In-Depth Inspections:

Should only change the NBI item or items affected by the In-Depth Inspection Scope and findings, if warranted.

Requirements for State-Owned Bridges (*Strongly Encouraged* for LPA Bridges)

1. If specifying or scheduling an In-Depth Inspection, the inspection **scope and frequency** must be detailed in the Executive Summary.
2. If only one inspection, recommend adding to BIAS Scheduler.
3. If more than one sequential inspection, these inspections must be detailed in the BIAS Scheduler.

DELINQUENT INSPECTION DOCUMENTATION

Inspection Dates – Field Inspections MUST be done during their currently identified compliance month. May be done earlier if approved by either the SPM, Assistant Inspection Manager, or LPA Program Manager.

- If late – must be done as a “delinquent” inspection type.
- Must notify INDOT Bridge Inspection Leadership immediately.
- Delinquent inspection occurrences and circumstances shall be fully documented in a memo, email document, or similar, and saved to the “Delinquent Inspections” section in the BIAS “Files” Section.

DELINQUENT INSPECTION DOCUMENTATION

Process must be done for each individual bridge file

Process IS NOT intended for whole counties.

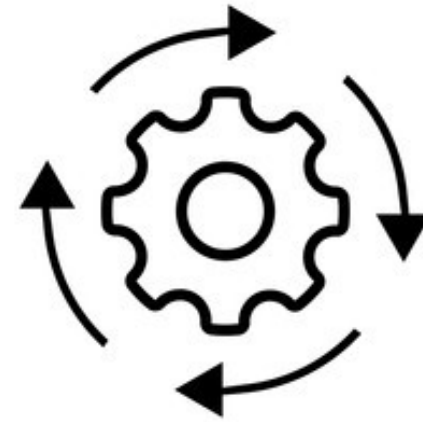
Important to get contracts done efficiently.



CRITICAL FINDINGS

CRITICAL FINDING REPORT – BIAS WORKFLOW

1. Initial Notification
2. Critical Finding QA Review
3. Initial Notification Closed
4. Awaiting Final Resolution
5. Completed



SPM now tracking all through Outlook.

CRITICAL FINDINGS

Step 1: Initial Notification – Done by inspection team leader upon discovery

- Create CF Report in BIAS for Asset in the “Maintenance” Section
- Use “Create New Work Management” incident for the CF
- Enter all required data in RED areas of CF Report
- Must attach photographs – need to be clear and comprehensive.

Overall, this has been going well with the Critical Findings that I’ve seen.

CRITICAL FINDINGS

- Automated email notifications only go to Anne Rearick, Bridge Inspection Program Manager, Assistant Bridge Inspection Manager, Area Engineers, Jose Ortiz (FHWA), and BIAS Administrator (Shari).
- Inspectors reporting the critical findings shall still send additional email message to the SPM (me), Assistant SPM (Bill), and others (within firm and client contacts) that needs to be notified per their SOP.
 - This email must include information on the recommendation for immediate corrective action, what (if any) action has been taken, and, if needed, final resolution recommendations.
- Testing new automated notification for unaddressed critical findings.

CRITICAL FINDINGS

Step 2: Critical Finding QA Review – Done by State Program Manager

- Report reviewed for completeness and suitability of recommendations.
- SPM will reply to Email Notification if additional information is needed.
- Once Report is acceptable – SPM will advance to Step 3.

Step 3: Initial Notification Closed – Done by State Program Manager

- Done when SPM is notified that *IMMEDIATE ACTION* is complete.
- If additional *FINAL ACTION* is needed – provide estimated date.
- SPM will reply to Email Notification if additional information is needed.

METRIC 21: INSPECTION CRITICAL FINDINGS

Step 4: Awaiting Final Resolution – Done by State Program Manager

- Can be skipped when only one recommended action must be executed.
- Step is required when additional Final Actions are needed but not yet complete.
- Try to keep within 2-month timeframe.
- Monitored by SPM through email chain correspondence.

Step 5: Completed – Done by State Program Manager

- Done when SPM is notified that corrective action is done.
- Require **PHOTO DOCUMENTATION** attached to CF Report.
- SPM will send final notification when incident is closed out (including to FHWA).

CRITICAL FINDINGS

- Pay attention to Critical Finding Type assessed to incident.
 - **URGENT** – Action must be completed within 3 days of discovery.
 - **SEVERE** – Action must be completed within 30 days of discovery.
- Recommend Immediate Action(s) and, as appropriate, Final Action(s).
- Not all Critical Findings will require both.



CRITICAL FINDINGS

- Recommend action(s) that can be completed within the timeframe required for the Critical Finding Type.
- Recommend action(s) that can be successfully carried out within the required timeframe by the forces tasked to complete.
- Immediate Action work must be done within the Urgent/3-day or Severe/30-day deadline starting from the *Date of Discovery*.
- Final Action work is *not bound* by Urgent or Severe deadline.

CRITICAL FINDINGS (continued)

URGENT/3-DAY CRITICAL FINDINGS:

FOR EVERY INSTANCE: Upon discovery, and once inspector is in a position of safety and after initial corrective action coordination has started, call the SPM (me) to report in.

Mobile Number: (812) 681-1032 – Normal Work Hours

Personal Mobile Number: (812) 499-6602 - Weekends

Leave me a voice message if I don't immediately pick up.

CRITICAL FINDINGS (continued)

SEVERE/30-DAY CRITICAL FINDINGS:

Normal email protocols are fine; once inspector is in a position of safety.



CRITICAL FINDINGS

Critical Finding SOPs:

- Required for District Bridge Inspection Units.
- Recommended for Consultants – especially if county is new client.
 - Internal notifications?
 - Client notifications?

Discussion: Making critical finding SOPs required policy for all and issuing policy memorandum. [Following discussion, policy for critical finding SOP will remain recommended for LPA inspections.](#)



LPA BRIDGE INSPECTION CHANGE FORM

Bill Dittrich discussed Stephanie's inspection change form; consultants stated that they would really want to keep this form.

RFP Item ID 13676

- RFP Date: 1/11/2022.
- On Call Bridge Inspection Services.
- Since the RFP is open, we cannot answer questions during this meeting; questions need to go through RFP process.



BRADIN UPDATES

Jennifer Hart discussion.



23 METRICS AND IP/PCA UPDATES/STATUS

Bridge Metrics 6 and 7: Inspection Frequency – Routine (Low and High Risk)

Bridge Metric 11: Inspection Frequency – Frequency Criteria

Substantial Compliance

Action Item 1: Workshop held January 22, 2021.

Action Item 2: INDOT advertising on-call contract for LPA inspections.

FHWA Current Review:

Item 92C/93C – Deleted Special Detail Inspections: Must send email correspondence to SPM when requesting to remove inspection requirement with justification for such removal. If approved by SPM, PDF copy of correspondence shall be retained in file.

Bridge 02-00091 – Late inspection due to high water (Resolved): Start inspection and inspect what can be accessed. Schedule In-Depth Inspection for remaining bridge components.

23 METRICS AND IP/PCA UPDATES/STATUS

Bridge Metric 14: Inspection Procedures – Post or Restrict
Compliance.

FHWA Current Review:

Item 41 – Two bridge files in Ripley County coded “R” that appeared due to One Lane or Narrow Bridge Warnings; must only be used for other restrictions related to load.

Scheduling follow up next week with FHWA to discuss Metric 14 and Emergency Vehicle Postings.

23 METRICS AND IP/PCA UPDATES/STATUS

Bridge Metric 21: Inspection Procedures – Critical Findings

Not in Compliance: required Plan of Corrective Action.

Action Item 1: Implemented auto-email notifications.

Action Item 2: Revising online Critical Finding Training (due **March 31, 2022**)

Once revised and available, all bridge inspection team leaders shall be required to successfully complete this training annually.

INDOT also implementing training regarding BIAS Workflow for reporting, tracking, and closing out critical findings timely.

TRAINING

- 2022 Bridge Inspection Workshop
 - February 2022 (Virtual)
 - Topics currently under consideration; **open to additional suggestions:**
 1. Critical Findings
 2. BRADIN Updates
 3. FHWA Updates
 4. Manual Updates
- NHI Courses – Anticipate large need for Refresher Course.
- Refresher pilot course in December.



INFRASTRUCTURE BILL/NEW NBI CODE

- Infrastructure Bill
 - Still reviewing.
- New NBI Code and Regulations
 - Approval process restarted with change in administration.
 - SECTran and OBM each allowed 90-days for review.
 - Earliest approval – 6 months (pencil in, not pen)



OTHER TOPICS/CONCLUSION

- Next ACEC/INDOT Meeting: Friday, February 18, 2022

Meeting time: 9:00 AM

Location: Indianapolis Subdistrict



OTHER TOPICS/CONCLUSION

- Other Topics

1. INDOT interviewing software vendors (short-list) to replace BIAS; no time frame yet.
2. INDOT has suspended adding additional bridges to the Extended Bridge Inspection Frequency Program; went into effect about a year ago; shall remain in place until new Bridge Inspection Specifications go into effect.
3. Load Rating Policy Reminder – BIM Section 3-9.01(03)
 - Load rating evaluation must be done when either the deck (Item 58), superstructure (Item 59) or Culvert (Item 61) drops to a **4 or less**; substructure (Item 60) at **3 or less**.
 - Request for load rating evaluation must be made within 7 working days following discovery.
4. Policy under discussion: changing inspection condition rating threshold for decks, superstructures, substructures, or culverts from a 4 to 3 when mandating **12-month maximum** inspection frequencies. Would not apply to fracture critical members, components, or connections.

OTHER TOPICS/CONCLUSION

- Other Topics

5. BIAS Inspector Records: Inspectors need to keep their information current, including office and cell phone numbers.

- Training and licensure certificates.

- Team Leader numbers.

- Ensure that phone numbers have voice mail boxes enabled for messages.

6. Other?



OTHER TOPICS/CONCLUSION

- Closing Comments
 - I'm looking forward to working with everyone.

