



INDIANA DEPARTMENT OF TRANSPORTATION

100 North Senate Avenue
Indianapolis, Indiana 46204

PHONE:
FAX:

Eric Holcomb, Governor
Michael Smith, Commissioner

MEETING MINUTES

ACEC-INDOT Bridge Inspection Committee Meeting – August 25, 2023

Teams

9:00 AM – 12:00 PM

Attendees:

Anthony Marino, INDOT – Chair

Jonathan Olson, BF&S – Vice Chair

~~Rob Coop~~, USI Consultants – Secretary

Faith Morrison

Jacob Gould, INDOT

Bill Dittrich, INDOT

Michael Vereb, Lochmueller Group

Maricar Gonzales, INDOT

Bobby Chandler, Clark Dietz

John Lukac, HWC

Sharon Street, INDOT

Alfred Wessling, BLN

Stewart Kline, Tippecanoe Co.

Matt Lee, Hamilton Co.

Anne Rearick, INDOT

Jesse Avant, INDOT

Kathy Eaton-McKalip, INDOT

Joshua Heigert, FHWA

Scott Minnich, United Consulting

Jennifer Hart, INDOT

Adam Post, INDOT

Pat Connor, INLTAP

Josh Biller, INDOT

Sean Hankins, INDOT

Ron Munoz, SJCA

Agenda:

1. Review and approve May 12, 2023, meeting minutes.
 - a. Approved
2. New Officers
 - a. Elections done last meeting in odd-numbered years (next meeting).
 - b. New officers start terms in first even-numbered year following the election.
 - c. Two-year terms for Vice Chair and Secretary. Can serve multiple terms.
 - d. Jonathan Olson, John Lukac, and Rob Coop expressed interest.,
3. LPA Updates (Jesse Avant and Shari Street)
 - a. County inspections operations when done by either on-call or INDOT inspector.
 - i. County inspections are a requirement. If an on-call consultant is required – they will complete inspection and follow through with any critical findings – no other work is done by the on-call. (No reports, etc., that may have been promised to client.)
 - ii. Phase that was not done by contract inspectors must be removed from contract.
 - iii. Proactive approach to avoid missing inspection dates. Can't file FMIS until 8 weeks before the compliance month.

- iv. On-call consultant to get mobilized for any contracts where NTP is expected past the end of the compliance month. Trying not to utilize the on-call unless necessary.
- b. Early NTP discussion (contract wording).
 - i. Contract start dates should be set 1 month prior to compliance month. End dates should be 1 day prior to the next contract compliance month.
 - ii. Time frame:

B	C	D	E	F
LPA Bridge Inspection Contract Timeline				
ENTER FIRST DAY OF NEW CONTRACT COMPLIANCE MONTH:	9/1/2024			
ACTIVITY	START	END	NOTES	
Request DES number		3/19/2023	4/2/2023	ERC to request and receive DES number for new contract from INDOT (14 DAYS)
Request DBE goal		4/2/2023	4/16/2023	ERC to request and receive DBE goal email for contract from INDOTDBEGoalRequest@indot.in.gov (DES number required) (14 DAYS)
Submit RFP for posting		4/16/2023	4/30/2023	ERC to submit RFP for approval and subsequent posting to INDOT, while requesting a BIAS check run confirmation (14 DAYS)
RFP requested to be advertised		4/30/2023	5/7/2023	INDOT internal activity (7 DAYS)
RFP advertised		5/7/2023	6/6/2023	INDOT internal activity (30 DAYS)
ERC team to score LOI's		6/6/2023	7/21/2023	ERC internal activity (45 DAYS)
Submit LOI scoring results		7/21/2023	7/24/2023	ERC to submit scoring results and contract selection to INDOT for approval (3 DAYS)
Approval to negotiate LPA/Consultant Contract		7/24/2023	7/31/2023	INDOT notice to ERC of approval to negotiate LPA/Consultant Contract (7 DAYS)
ERC to negotiate LPA/Consultant Contract		7/31/2023	10/29/2023	ERC internal activity (90 DAYS)
Submit LPA/Consultant Contract for approval		10/29/2023	11/1/2023	ERC to submit LPA/Consultant Contract to INDOT for approval (3 DAYS)
Approval to execute LPA/Consultant Contract		11/1/2023	12/16/2023	INDOT review of LPA/Consultant Contract and approval to execute notification to ERC via email (45 DAYS)
LPA/Consultant Contract executed		12/16/2023	1/15/2024	LPA/Consultant Contract executed and returned to INDOT (30 DAYS)
Submit FMIS request		1/15/2024	1/25/2024	ERC to prepare and submit FMIS request to INDOT (10 DAYS)
Request TIP/STIP for Amendment		1/25/2024	2/8/2024	INDOT to prepare and request combined TIP/STIP for Amendment-INDOT internal activity (14 DAYS)
TIP/STIP approval		2/8/2024	6/7/2024	TIP/STIP approval-FHWA internal activity (may proceed concurrently with INDOT/LPA contract steps) (120 DAYS)
INDOT/LPA contract prepared		2/8/2024	3/9/2024	INDOT/LPA contract prepared by INDOT (30 DAYS)
INDOT/LPA contract routed via docusign		3/9/2024	3/23/2024	INDOT/LPA contract routed via docusign and signed by County designee (14 DAYS)
INDOT/LPA Contract executed		3/23/2024	4/22/2024	INDOT/LPA Contract executed by INDOT-INDOT internal activity (30 DAYS)
Work Order request		6/7/2024	6/14/2024	Work order request generated by INDOT-INDOT internal activity (7 DAYS)
Work Order approval		6/14/2024	7/12/2024	Work order approval process-INDOT and FHWA internal process (28 DAYS)
Purchase Order approval		7/12/2024	7/19/2024	Purchase Order approval-INDOT internal activity (7 DAYS)
NTP issued by INDOT		7/19/2024	7/26/2024	NTP issued by INDOT to ERC (7 DAYS)
NTP issued by ERC		7/26/2024	8/2/2024	NTP issued by ERC to Consultant, copy sent to INDOT (7 DAYS)
Notice Prior to Compliance Month		8/2/2024	9/1/2024	30 Days notice of NTP prior to Compliance Month (30 DAYS)

- c. Compliance Month change discussion.
 - i. NO FIELD WORK UNTIL FIRST DAY OF COMPLIANCE MONTH
 - ii. Underwater inspections must be done in their compliance/scheduled month – cannot be done early
 - iii. NO JULY COMPLIANCE MONTH – moved to June to avoid INDOT fiscal year shutdown delays

July Compliance Month Counties Greene, Henry, Johnson, Marion, Sullivan, Vigo, Washington

- 1.
- iv. Possibility of discussing the approval of having 2-3 month inspection periods instead of only 1 month for counties with larger bridge quantities.
- v. Possibility of opening winter months up for inspections in southern counties.
- vi. Every county will have a quarterly meeting next week (August 29-31). Contact your county(ies) for date and times.

4. iTAMS Updates

- a. New Bridge Inspection Memo - All references to BIAS have been removed from website. All updates to iTAMS are noted on the website. Fixes in the works are also noted.
- b. System update on 8/24/2023
- c. New mobile version – update required. Uninstall the old version then install the new version.
 - i. Code is INDP.
 - ii. Photos now save to your device with new mobile version.
- d. Website link to view training information, updates, and open tickets
 - i. <https://www.in.gov/indot/doing-business-with-indot/consultants/bridges/bridge-inspection/indiana-total-asset-management-systems/>
- e. Field trip for Sixense/INDOT/Inspectors in the works to see how the product works in the field.
5. SNBI Implementation discussion (initial actions)
 - a. INDOT Inspection Manual.
 - i. Anthony Marino currently developing updates to match Federal Guidelines
 - ii. Team Leader is a team leader - will simplify to match federal guidelines. No more distinction between State and Consultant
 - iii. Plan to make this an “Inspection Manual” not just a bridge inspection manual
 - b. Initial coordination with Sixense.
 - i. Item codes to match SNBI in development with iTAMS and manual will likely follow chapters of the SNBI
 - c. AI data mining and plan reading.
 - i. Working with Purdue to pull information from plans. Pulling Load Rating information from BRADIN
 - d. Trying to mirror along Federal changes. No specific timeframe provided. Open to supplementals for this as this will be labor intensive. More discussions to follow as this progresses.
 - e. Creating a “Birth Certificate” for each bridge.
6. INDOT Quality Assurance Reviews update (Area Engineers).
 - a. FHWA starting year end reviews.
 - b. Jacob Gould: Not much to report. INDOT at ¾ complete with review due in September.
 - c. Report Approvals – Must be approved 60 days from end of compliance month, NOT date of inspection (e.g., May compliance – approval by July 31)
7. Summary Reports – committee update/discussion
 - a. Jacob Gould: Developed a draft form. Finalized that and can send to the group. Sending to Sixense to develop. Aware that this is a high priority for county clients.
 - b. Reports in iTAMS can be approved and then opened for changes later if necessary. Get reports APPROVED ASAP.
 - c. Working on front end tables later
 - d. No timeline available on this.
8. February 2024 Bridge Inspection Workshop discussion
 - a. SNBI focus; open to making 2-day if necessary.
 - i. Will discuss more in the November Meeting.
 - ii. Looking for speakers for this workshop
 - b. Open to other topics included in workshop as well.
9. Upcoming Training: NHI Bridge Inspection Refresher
 - a. October 10th through 12th; course is full.
 - i. Class has been cancelled due to no contract with an instructor for NHI-need to re-request in September but likely still a-go. Shari is taking names for back-ups if someone drops.
 - ii. Let Tony/Josh Heigert know if your 10-yr refresher may lapse. Due by June 2024 to be in compliance for new 5-yr refresher compliance
 - b. May look to another offering in Spring 2024. Maybe a 2-week class?
 - i. Looking for places/companies to host the course
 - ii. ACEC budget for hosting courses?

10. Other Training discussion.

- a. SBRITE Training as equivalent NHI Training.
 - i. Meeting schedule in the next week with FHWA to discuss. Notes to come after the meeting.
- b. NHI Two-Week Course need and hosting options.

11. Round table open forum discussion/issues/needs.

- a. John Lukac – ERMS link not working in iTAMS – Maricar: still not working – Jacob Gould: showed how to use ERMS – UCM file search
- b. John Lukac – Bridge plans being transitioned from BIAS to iTAMS? Maricar: Sixense has those, but not all data is available yet to all users.
- c. Jonathan Olson – One PO / NTP per contract would make this a smoother operation and less issues with having late NTPs. This reduces opportunities for late NTP by having less NTPs. This is how it used to be done, generally with fewer issues.
- d. Jonathan Olson – Suggested updating boilerplate contract for recent changes may be needed. Set up a task force to look over this? (Jesse Avant / Jonathan Olson / Shari Street / Bill Dittrich / others?) Jesse Avante – Emersion concept - Looking at rolling out something new by first quarter. Shari – lengthy process – needs to go through legal as well. Jesse Avante - Getting a task force together before November Meeting for Standard Contract Language. Then look at compliance months in the future – lumped in with contract language discussion.
- e. Jonathan Olson – SNBI Implementation – request involvement of this group as early as possible as this will significantly impact the inspection teams.
- f. Scott Minnich – concerns with timeline of SNBI implementation on the LPA side for supplementing contracts and making changes during phase I or II of contracts. Not much time left to get all of that done before the federal deadline.
- g. Shari Street - iTAMS database – get inspection entered ASAP. No more paper reports. Get approved ASAP.

12. Next Meeting: In person – Wednesday, November 15th