



INDIANA DEPARTMENT OF TRANSPORTATION

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Indianapolis, Indiana 46204

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Eric Holcomb, Governor
Joe McGuinness,
Commissioner

Bridge Inspection Memorandum No. 19-06

December 17, 2019

TO: All Inspection Personnel and Consultants

FROM: /s/Andrew Fitzgerald
Andrew Fitzgerald, PTOE, PE
Bridge Inspection Manager
Bridges Division

SUBJECT: LPA Bridge Inspection Advance Notice to Proceed

EFFECTIVE: Immediately

To improve the efficiency and provide adequate preparation time for bridge inspection phases, INDOT has modified its policy for Notice to Proceed (NTP) for LPA Bridge Inspection Contracts. LPA Bridge Inspection Advance Notice to Proceed will be given a month before the County's first Compliance Month.

Two months before the County's first compliance month, a "Request for Funds Letter" will be sent from INDOT to the County's Employee in Responsible Charge (ERC). The LPA is required to sign and return this form as directed. Once this form is returned, federal funding will be requested. As long as the request is returned promptly, there are no outstanding vouchers or other unforeseen funding issues. The request will be processed, and the Advance NTP will be delivered one month before the County's compliance month.

This Advance NTP is only for preliminary preparation work before bridge inspections. Bridge Inspections are not permitted until the first day of the Compliance Month.

Questions should be directed to Stephanie Moore, LPA Bridge Inspection & Border Bridge Program Manager at Stmoore1@indot.in.gov.

