D12 CU FY2026 Conduit Inspection
Scope of Services

Districtwide closed-system conduit inspection and inventory at various locations. The work will include Traffic Control, cleanout (if necessary), and camera inspection. Consultants will be tasked to collect conduit inventory data, conduct conduit inspections, or both as directed by the District Office. The initial list/map of conduits that need to be inspected can be viewed at :
[ftp.dot.state.oh.us -/pub/Districts/D12/Production/Consultant_Programmatic/2025_May/123332.zip](ftp.dot.state.oh.us)

The district has also targeted 5 corridors that are believed to have conduits missing from the inventory. In the target corridors, the consultant shall review record plans for the corridors, site visit the corridors and collect inventory data as needed, and conduct inspections for each conduit that is not currently in the ODOT collector app.

> Target Corridors:
> - I-90 from SR-2 to ~1,250' west of MLK Jr Drive; ~2.6 miles
> - I-77 from the Cuyahoga River Valley bridge to ~Ash Road; ~1.64 miles
> - I-480 from ~1,000' west of Warrensville Center Road to ~Columbus Road bridge; ~2.65 miles
> - I-480N from I-480 to I-271; ~1.24 miles
> - I-271 from I-480N to I-480; ~1.54 miles

The consultant will perform conduit inspection in accordance to the ODOT Conduit Management Manual (https://www.transportation.ohio.gov/wps/portal/gov/odot/working/engineering/hydraulic/conduit-management/03/03-inspection). This work includes inspection of conduits with span lengths from 12 inches to less than 120 inches.

This work includes inspection for Class A, B, C, and D entry classes. Perform Class A (non-entry) inspections on conduits where a good view of the entire barrel may be obtained from the conduit ends. Inspection of conduits with a Class D entry class may require remote video inspection equipment or confined space equipment and training.

Additionally, the consultant will be asked to inspect and clean thirteen (13) permanent post construction storm water Best Management Practices (BMPs). These are underground manufactured systems located along IR-77 between Highland Dr. and Broadway Ave.

The consultant will perform BMP inspection and cleanout in accordance to the ODOT BMP Inventory, Inspection, and Maintenance Guidelines BMP Inventory, Inspection, and Maintenance Guidelines | Ohio Department of Transportation

The consultant shall follow the flow chart and ODOT field data collection technology terms and conditions to establish access to the ODOT conduit & BMP collector apps. (see attached external user request workflow.pdf and ODOT field data technology terms conditions.pdf)

Work Priority:

- For this project, the work associated with the initial conduit inspection list are considered to be the high priority. The BMPs identified for inspection and cleanout are considered the mid-priority. The work associated with the inventory and inspection of conduits in the corridors is considered low priority. Work in the mid and low-level priority can be done concurrently with high priority work but the emphasis should be on the high and mid priority work.
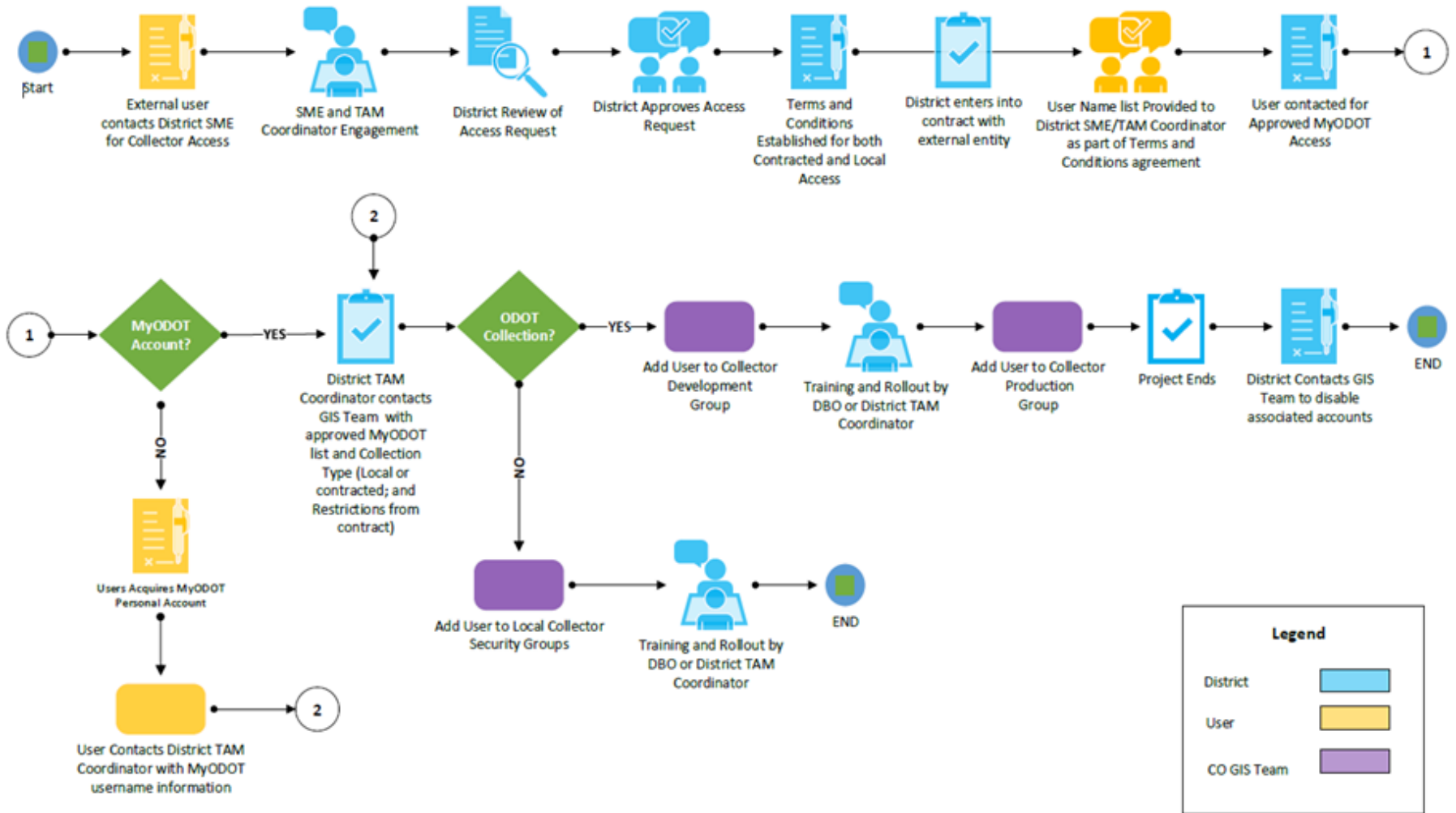
Consultant Requirements:

- Must have completed ODOT Conduit Inventory and Inspection Training. Attendance must be completed prior to performing work.
- Individuals must have experience in conduit design, installation, or maintenance activities.
- ODOT external access account is required for data uploads.
- Must have completed ODOT BMP Training. This training consists of Best Management Practices Module 1,2,& 3 available online at ODOT learns. Attendance must be completed prior to performing work.   Link to set up access to the training

Deliverables:

- Conduit Inventory and Inspection data in electronic format. Delivered by sync to or upload directly to the ODOT conduit collector database.
- BMP Inspection data in electronic format. Delivered by sync to or upload directly to the ODOT BMP collector database.
- The video of Class D entry class conduits on a USB thumb drive or USB portable hard drive. Use the CFN to identify the video (ie: C F N # _date.avi)

- The minimum required digital photos of the conduit shall follow ODOT's conduit inspection manual. The consultant shall upload photos along with the inspections into the collector app and the consultant shall supply a USB thumb drive or USB portable hard drive with all inspection photos placed in a folder named with the corresponding CFN and year. Use the CFN with an underscore, date with an underscore, the photo number with an underscore, and descriptive name of the photo (ie: CFN#_date_1_inlet.jpg or CFN#_Date_2_upstream.jpg).

External Collector User Workflow

Start

External user contacts District SME for Collector Access → SME and TAM Coordinator Engagement → District Review of Access Request → District Approves Access Request → Terms and Conditions Established for both Contracted and Local Access → District enters into contract with external entity → User Name list Provided to District SME/TAM Coordinator as part of Terms and Conditions agreement → User contacted for Approved MyODOT Access → **1**

1 → MyODOT Account?

- **YES** → District TAM Coordinator contacts GIS Team with approved MyODOT list and Collection Type (Local or contracted; and Restrictions from contract)

- **NO** → Users Acquires MyODOT Personal Account → User Contacts District TAM Coordinator with MyODOT username information → **2**

2 → District TAM Coordinator contacts GIS Team with approved MyODOT list and Collection Type (Local or contracted; and Restrictions from contract) → ODOT Collection?

- **YES** → Add User to Collector Development Group → Training and Rollout by DBO or District TAM Coordinator → Add User to Collector Production Group → Project Ends → District Contacts GIS Team to disable associated accounts → **END**

- **NO** → Add User to Local Collector Security Groups → Training and Rollout by DBO or District TAM Coordinator → **END**

Legend

District	(light blue)
User	(yellow)
CO GIS Team	(purple)

ODOT Field Data Collection Technology Terms & Conditions

Overview

The Ohio Department of Transportation (ODOT) deploys field data collection technology, to facilitate the inventory and inspection of many of ODOT's transportation assets. At this time (Fall 2018), this technology is the ESRI Collector, ESRI WebAppBuilder, and other related GIS applications (now referred to collectively as "Collector"). ODOT deploys this software on state IT infrastructure and can make it available for external vendors under contract to aid in the maintenance of this information. Benefits for vendors leveraging the ODOT infrastructure for these solutions include:

- new and updated inventory/inspection records are stored directly in ODOT databases, making the information available immediately for ODOT usage
- ensures consistent data as all enterprise asset collections will adhere to ODOT approved Collector infrastructure and application requirements
- reduces vendor contract requirements (vendors do not need to build & maintain their own solutions, and determine a method for transmitting data to ODOT)

Service Level Expectations

ODOT may provide vendors access to the following (some variation across solutions):

Item	Comments
Named User Account for secured sign on access	Required for solution access https://myodot.dot.state.oh.us
Collector Maps for inventory / inspection	Accessed via mobile devices for field data collection The Collector application shall be downloaded from the Apple App Store
Web Apps	Accessed via web browsers for viewing and editing data Some require secured sign on for access
QC Reports	Automated reports which highlight data quality concerns. If QC Reports are included as part of a solution, shall be utilized by vendors to ensure data quality
Inventory Manuals	PDF documents which detail what and how information needs to be collected. Vendors shall collect data according to these specifications
Basemap Imagery Files (TPK file type)	ODOT has generated TPK imagery files for offline data collection. These can be made available for vendors if desired
Asset Contact Information	ODOT has established roles to ensure consistent management of asset information. Data Business Owners (DBO) reside in ODOT Central Office and manage the overall asset performance. Subject Matter Experts reside in District Offices, overseeing daily matters related to an asset. District Transportation Asset Management Coordinators are additional resources in each District which help coordinate asset management activities. They may also be contacted for support.

ODOT Field Data Collection Technology Terms & Conditions

ODOT shall not provide vendors the following:

Item	Comments
Mobile Devices (iPads, iPhones, etc.)	Vendors shall supply their own equipment, and it is the vendor's exclusive responsibility to ensure compatibility with the ODOT solution. Mobile devices shall have GPS functionality to enable locational data collection. Mobile devices shall have sufficient memory and storage to support offline data connection (data collection when no cellular network is available). **Supported Platform: Apple iOS version 11.2+**
Mobile Data Plans	ODOT Collector solutions are designed to function in both online (connected to cellular network if available) or offline (requires cellular or WiFi connection to sync data) modes. ODOT shall not provide access to mobile data plans. Vendors shall determine their preferred method for transmitting data (ex. Cellular, WiFi). Some regions in Ohio may only work in offline mode due to limited cellular connectivity. Vendor selected mobile devices shall be able to perform to ODOT specifications in an offline mode should cellular connectivity be limited.

ODOT Service Level for Collector Infrastructure:

Item	Comments
General Solution Access & Uptime	The solution is deployed on technology infrastructure (databases, servers) which operates 24/7/365, however periodic scheduled maintenance may occur, resulting in temporary unavailability. ODOT will communicate system maintenance periods in advanced as possible. In the event of an environment failure, ODOT will deploy best efforts to restore access within a reasonable time, but may be dependent on resource availability from another state agency (DAS OIT).
Solution Support	ODOT can provide phone or email support Monday – Friday, 7AM – 3:30PM, with exception to agency observed holidays. ODOT will make reasonable efforts to respond to requests within 24 hours of incident notice. Resolution time frames may vary depending on incident. The Office of Technical Services may be contacted for general Collector solution technical support.

Item	Comments
	Asset Data Business Owners (DBO) or Subject Matter Experts (SME) shall contacted for all matters related to inventory / inspection workflows, data quality issues, inventory specifications, etc.
Solution Updates	DBO and SME will use best efforts to communicate solution changes within a reasonable time period.

Standard Vendor Expectations

Item	Comments
Training	• All vendor staff shall receive inventory / inspection training to ensure data quality meets defined ODOT specifications. • The vendor shall ensure their staff complete any needed training and should be coordinated with ODOT Central Office DBO or District SME as appropriate. • If updates to a solution occur during a contract period, it is the vendors responsibility to ensure their staff remain current
Data Quality	Acceptable data quality to be supplied by the vendor will be determined by the DBO.
Communication	Vendors shall communicate any concerns or problems with the solution to ensure it can be resolved.