

PID# 109781 State Job # 489058
 Scope of Services Meeting Date & Time: _____
 Approved Final Scope of Services Date: _____
 Location ODOT District 8, 505 S SR 741, Lebanon OH

CONSULTANT BRIDGE INSPECTION

Scope of Services D08 BI 2025/2026 (B)

1. Bridge Identification

County: Hamilton Route: IR71 Section: 0159 District: 8

SFN: 3106608 Municipality: Cincinnati

Features Intersected: IR 471, Eggleston Ave, Culvert St.

Non-redundant Steel Tension Features: 8 Steel Pier Cap(s)

County: Hamilton Route: IR71 Section: 0197W District: 8

SFN: 3106659 Municipality: Cincinnati

Features Intersected: Ramp from I-71 SB to I-471 SB over ramp from US 22 NB to I-71 NB.

Non-redundant Steel Tension Features: 1 Steel Pier Cap(s)

County: Hamilton Route: IR71 Section: 0248L District: 8

SFN: 3106780 Municipality: Cincinnati

Features Intersected: I-71 SB over Eden Park Drive and US 42 NB

Non-redundant Steel Tension Features: 3 Steel Pier Cap(s)

County: Hamilton Route: IR71 Section: 0248R District: 8

SFN: 3106802 Municipality: Cincinnati

Features Intersected: I-71 NB over Eden park Drive

Non-redundant Steel Tension Features: 4 Steel Pier Cap(s)

Features:

County: Hamilton Route: US42 Section: 0000 District: 8
SFN: 3102246 Municipality: Cincinnati
Features Intersected: US 42 over Mehring Way (approach to Clay Wade Bailey Bridge)
Non-redundant Steel Tension Features: 3 Steel Pier Cap(s)

County: Hamilton Route: US42 Section: 0257R District: 8
SFN: 3101215 Municipality: Cincinnati
Features Intersected: Ramp from Eden Park Drive to SB I-71 over US 42 NB
Non-redundant Steel Tension Features: 1 Steel Pier Cap(s)

County: Hamilton Route: US42 Section: 0264R District: 8
SFN: 3101223 Municipality: Cincinnati
Features Intersected: Ramps from I-71Sb to US 42 SB over US 42 NB and Eden park Drive
Non-redundant Steel Tension Features: 3 Steel Pier Cap(s)

County: Hamilton Route: US50 Section: 1903L District: 8
SFN: 3102807 Municipality: Cincinnati
Features Intersected: US 50 WB over Railroad
Non-redundant Steel Tension Features: 1 Steel Pier Cap(s)

County: Hamilton Route: IR75 Section: 1102R District: 8
SFN: 3110443 Municipality: Arlington Heights
Features Intersected: I-75 NB over West Fork Mill Creek and Galbraith Rd.
Non-redundant Steel Tension Features: 2 Steel Pier Cap(s)

County: Hamilton Route: IR75 Section: 1192R District: 8
SFN: 3110656 Municipality: Lockland
Features Intersected: I-75 NB over Mill Creek, Benson St, RR, & Shepard Ave.
Non-redundant Steel Tension Features: 3 Steel Pier Cap(s)

County: Hamilton Route: SR562 Section: 0147 District: 8
SFN: 3113914 Municipality: Norwood
Features Intersected: SR 562 over Tennessee Ave. and Railroads
Non-redundant Steel Tension Features: 6 Steel Pier Cap(s)

2. Attendance (See Attached Sheet)

Consultant: TBD
Consultant Contracting Officer: **TBD**
Consultant Project Manager: TBD
ODOT Project Manager: **Brandon Collett**

3. Project Description

varies

Bridge Type: varies Type of Service: _____
 Number of Lanes: varies Year Built: varies ADT: varies
 Overall Length: varies Maintenance Responsibility: Ohio Inspection Resp: Ohio

4. Available Plans and Inspection Reports:

	Yes	No
Original Construction Plans	x	
As-Built Plans		x
Shop Drawings		x
Repair or Rehabilitation Plans	x	
BR86 Inspection Reports	x	
BR87 Inventory Appraisal	x	
Physical Condition Reports	x	
Structural Analysis		x
Underwater Inspection Reports		x
Maintenance Manual		x
FCM Inspection Procedure	x	
UW Inspection Procedure		x

Previous consultant inspection reports, existing drawings, Load Ratings, and pre-inspection reports have been compiled and are available on our ftp site at:

[\\ftp.dot.state.oh.us\pub\\$\Districts\D08\Programmatic\2024-September\109781](ftp://ftp.dot.state.oh.us/pub/Districts/D08/Programmatic/2024-September/109781)

Prior inspection field reports/BR86 reports and the bridge inventory are available in Assetwise or on the ftp site.

Primary Contact Brandon Collett (513) 933-6643

Other Contact Jeff Meyer (513) 933-6630 for Existing Plans.

5. Inspection Intent:

Activity	HAM-71-0159	HAM-71-0197W	HAM-71-0248L	HAM-71-0248R	HAM-42-0000	HAM-42-0257R	HAM-42-0264R	HAM-50-1903L	HAM-75-1102R	HAM-75-1192R	HAM-562-0147	
In-depth Element Level Inspection												
In-depth Inspection												
Routine Element Level Inspection			2025				2025					
Routine Inspection												
Update Bridge Inventory												
Scour Critical Evaluation	—	—	—	—	—	—	—	—	—	—	—	—
Non-redundant Steel Tension	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	
Underwater Inspection												
Immediate Action #	#											
Maintenance Recommendations & Repairs	**	**	**	**	**	**	**	**	**	**	**	
Structural Measurements												
Benchmarking/Surveying												
Pre-Inspection Report ^	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	

Include a nominal amount of 40 hours in the first structure the fee proposal purposes. This may be used on any bridge at the direction of the District Bridge Engineer when findings indicate that further actions is necessary. These actions may include assisting ODOT in determining load restrictions, non-destructive testing, structural evaluation, emergency repair details, etc.

** Maintenance Recommendations and Repairs are expected to be limited to a few bullet items per structure relative to the inspection findings.

^ Pre-Inspection Report: A Pre-Inspection report will be required prior to each inspection that serves as the R/W use permit and the FHWA required Non-redundant Steel Tension Plan for Non-redundant Steel Tension bridges. The Pre-inspection report shall include a Traffic Control Plan specific to each site in

conformance with the Manual of Uniform Traffic Control Devices, the Permitted Lane Closure Policy, and consultation with the District Maintenance of Traffic Coordinator (Scott Kraus, 513-933-6519). This report shall include necessary lane closures, MOT scheme, closure limitations (time of day and day of week), railroad involvement, railroad restrictions, anticipated work including identification of Non-redundant Steel Tension members, anticipated access equipment (bucket truck, ladder, snooper, scaffolding, etc.), inspection plan and confined space entry information. In addition, this report will contain contact information for the Project Manager, Responsible Engineer, Inspection Staff, Maintenance of Traffic Personnel and Railroad Coordinator. The report shall be submitted to the Permits Department and the Project Manager in .pdf format 4 weeks prior to the inspection. (Contact: email D08.Permits.Ohio.gov for most current R/W use form and instructions)

(*) Bridge noted with an asterisk MAY be under construction for during the inspection cycle. The inspection team will need to work with or around the contractor's schedule. Proposed plans and sale dates will be provided at scoping. Precise contractor schedules will not be available. The consultant inspection team will have to work directly with ODOT's Construction Manager as the project progresses.

Inspection Intent Requirement Details for HAM-42-0000:

The Brent Spence Bridge project will be retrofitting this structure to include a multi-use path and to reconfigure the intersection with Second Street. It is not expected that work will conflict with the inspection, but because there is an active construction project on this structure, minor coordination with the contractor and/or ODOT construction staff is likely.

Inspection Intent Requirement Details for HAM-50-1903L:

This structure will be undergoing a bridge rehabilitation project which is tentatively scheduled to sell in October of 2025 to paint the structural steel and patch the concrete substructure. Given the tentative sale date, it isn't expected that the inspection will conflict.

Inspection Intent Requirement Details for HAM-75-1192R:

HAM-75-1192R- ODOT will provide snooper and traffic control for inspection of the steel piercap over West Fork of Mill Creek on a weened day with traffic control starting at 6:00AM. ODOT Bridge inspection personnel will utilize the snooper for the remainder of the day to inspect all other portions of the bridge besides the steel piercaps. Consultant shall provide the traffic control, inspection equipment, and railroad coordination for the other two steel piercaps.

Also note that this structure will be undergoing a bridge rehabilitation project which is tentatively scheduled to sell in July of 2025 to drill out of place bending cracks in the steel girders, repair portions of the barrier, and patch portions of the wearing surface. Given the tentative sale date, it isn't expected that the inspection will conflict.

Inspection Intent Requirement Details for All Bridges:

Typical Report / inspection requirements- Bridges that only require a Non-redundant Steel Tension inspection are to be focused on only the Non-redundant Steel Tension Members unless stated otherwise. The Physical Condition Report for these structures shall provide ratings pertinent to the Non-redundant Steel Tension member only (i.e. Beam/Girders, Bearings, PCS, fatigue, etc.) but shall not rate other items of the bridge. District personnel who perform the annual inspection for the structure will reference the consultant's Physical Condition Report in their report when they perform/enter the annual routine inspection into SMS. The consultant shall provide all traffic control and access equipment necessary unless otherwise noted.

6. STRUCTURAL ANALYSIS: Not anticipated at this point in time. The consultant shall have this expertise if issues are found that require analysis, but would be paid for under a separate modification.

Activity (ex. Gusset Plate, Floorsystem, Appr. Spans etc.)	Year	XXXX	XXXX	XXXX
<i>Ex. Chloride intrusion should be analyzed by method of rotary hammer. Epoxy or similar should be used to fill in remaining hole. Special areas of interest are where as-built overlays are either too thick or thin; See BDM on deck survey methods for quantity and location of chloride intrusion samples.</i>				
Ground Penetrating Radar and Infrared Scanning				
Structural Analysis/Load Rating				

Special Notes:

7. Inspection Services

Item	Description
Target Date(s) for Inspection:	Within 18 months of previous inspection for routine/annual inspections. Within 23 to 24 months of previous Non-redundant Steel Tension inspection. Previous inspection dates are available within SMS.
Traffic Control by	Consultant, unless noted otherwise.
Lane Closure Requirements	Follow Manual of Uniform Traffic Control Devices.
Restrictions to Lane Closure	Per the Permitted Lane Closure Map (PLCM) (http://plcm.dot.state.oh.us/) for Interstates, US routes, and State Routes including ramps where applicable. Where the PLCM does not apply, lane closures will be prohibited between the hours of 6:00AM to 9:00AM and 3:00PM to 7:00PM unless coordinated otherwise through the permitting process. Consultant shall coordinate directly with local municipalities for local roads, parking lots, US routes, and State Routes within municipalities.
Property Owners Involved	The City of Cincinnati leases most parking areas to various companies. Coordinate with City and parking areas as needed.
Right of Entry by Consultant	ODOT Permits Department, Railroads, and local municipalities.
RR Flaggers	Consultant shall coordinate directly with the railroad
Other (ex. Coast Guard)	Parking Lot companies
Special Equipment Anticipated for Access to remote areas <ul style="list-style-type: none"> • Snooper Rental • Rope Climbing • Bucket Truck • Man Lift 	ODOT will provide Snooper for the south steel piercap over the Millcreek for bridge HAM-75-1192R. All other access is to be determined by the consultant, but will likely include bucket trucks and manlifts.

Other:	
--------	--

8. Consultant Bridge Inspection Requirements

1. The intent of this contract is for a Professional Engineer (Consultant) to make an in-depth (unless routine, Element Level, and/or Non-redundant Steel Tension is specified) condition inspection of the noted bridge(s) and to report such findings in a formal report. The Consultant will complete the inspection in accordance with the latest Ohio Department of Transportation (ODOT) Manual of Bridge Inspection and the Bridge Inspector's Reference Manual (FHWA). Note when the previous inspection report contains Element Level data then an Element Level inspection shall be performed and values updated.
2. The ODOT Bridge Inspection Report shall be filled out for each bridge inspected in ODOT's Assetwise system unless otherwise noted. Final report approval shall be made by the Consultant P.E. with coordination and authorization by the District Bridge Engineer. The report shall be in accordance with the Manual of Bridge Inspection (ODOT).
3. The Consultant shall be responsible to provide all necessary traffic control, including traffic control plans (unless otherwise specified), personnel, equipment, tools, and incidentals including ladders and scaffolding to access to all portions of the site. (The Consultant is only required to provide traffic control plans as necessary to obtain a permit. Traffic control plans from previous inspections are available to use as a starting point, but the consultant is responsible for the traffic control and any modifications needed to accommodate their needs, current conditions, and current restrictions.)
4. All subconsultants used in the inspection shall be named in the proposal so that they can be approved as a sub-consultant at the time of the agreement.
5. The Consultant shall be responsible for identifying and noting all visible defects in the bridge or bridge member they are scoped to inspect whether the defects are a result of deterioration, original construction or original design. The Consultant shall also be responsible for identifying and noting areas of potential failure as a result of anticipated deterioration, past construction or maintenance practice and/or inadequate original design.
6. The Consultant will not be responsible for conditions which are not obvious through usual and customary visual inspection or through standard state-of-the-art testing. The Consultant will not be responsible for identifying and evaluating portions of the bridge which comprise of poor quality materials and/or inadequate structural design unless obviously visible to a trained and experienced bridge inspector/engineer performing the inspection services in accordance with the customary standards of the profession.
7. The Consultant will not be responsible for structural conditions which occur after the date of the last site visit, providing the condition was not visibly evident at the time of the last visit and the Consultant used usual and customary procedures to inspect the bridge.
8. If an in-depth inspection is specified, the Consultant will be required to visually inspect all main structural members of the bridge within an arm's reach distance unless otherwise specified. On welded girder type bridges, this will require access to both sides of each girder so that all fatigue prone connections can be inspected within arm's reach. Any steel cracks discovered and or suspected as a result of this hands-on visual inspection shall be documented and shall be further defined with the use of dye penetrant, magnetic particle or ultrasonic devices.
9. Any steel structure with lower lateral bracing, pins and hangers, fatigue prone connections, steel pier caps (either of box section or I section), bridges with transverse floor beams and stringers, or any other unusual connection details, shall be carefully inspected for cracks, poorly designed details, or poorly fabricated details. A recommendation shall be made, if necessary, whether a retrofit program or corrective modification should be taken with a description of the proposed

solution, and if any traffic limitations should be initiated. Adequate access shall be provided so that all such details can be visually inspected within arm's reach (even for routine inspections).

10. Any observed section loss on members which are normally analyzed to determine safe load capacity of the bridge, shall be measured and documented quantitatively (ultrasonic thickness gauge, calipers etc.) to allow for subsequent re-analysis of the structure. Analysis of the structure will not be required of the Consultant unless specifically stated in the S.O.S. minutes.

11. Truss and Gusset Plate Inspections:

a. Inspection, measurements, and data presentation-

- i. The consultant's inspection report shall include a schematic elevation view for each bridge showing all truss elements and gusset plates. This can be derived from original plans. On the schematic elevation the "as designed" and "as measured" net cross sectional area shall be displayed.
- ii. Where there has been no observed section loss, one measurement for each element component or gusset plate shall suffice to verify "as-built" dimensions. Where corrosion has reduced the section of an element or gusset plate, measurements shall be taken at the areas of the least cross-sectional area. Photos and measurements using ultrasonic thickness gauge shall be provided for each area measured.
- iii. For the case of gusset plates with corroded areas, measurements shall be taken across a vertical, horizontal, and block shear plane for all possible failure planes that have loss of section. A minimum of 10 spot measurements shall be taken across each plane. Each measurement location shall be marked with a black "permanent marker/paint stick on the member and a photo taken of that gusset plate with the marks. The measurement locations shall be spaced such that at least 6 measurements are taken in the corroded areas.
- iv. The report shall include a photo and an elevation of any corroded gusset. The elevation shall include an outline of the corroded area, the location of each measurement, and the value of each measurement (either on the elevation or in a table).
- v. The inspection team shall examine each gusset plate from the side or profile. If it appears any gusset plates or member are "out of plane", measurements shall be taken using a 4' straight edge to quantify the severity of "out of plane".

b. UT Equipment:

- i. Consultant shall use a UT gauge to acquire section properties. The Department may supply ultrasonic thickness gauge equipment and data collection software for use by the consultant to collect, download and process thickness data as specified by the Department.

12. Notification:

- a. The Consultant shall notify the District Bridge Engineer at least two weeks in advance of the start of the actual inspection to allow scheduling of the required traffic control operations at the periods mutually agreed upon by the Consultant and the District; to inform the local authorities involved of the dates of the inspection; and to obtain any necessary right of entry for the Consultant. In some cases, as noted in the special provisions, the Consultant may be required to provide traffic control, notify involved local authorities, and obtain necessary right of entry. In all cases, the consultant must notify the District Bridge Department when the Consultant intends to begin the inspection, and when the Consultant is finished.
- b. The Consultant shall notify the District Bridge Engineer of any and all serious deficiencies immediately upon disclosure, in order that they may be observed by the Department from

available scaffolding or access equipment. After completion of the inspection, the Consultant's Professional Engineer must review areas of special concern with field personnel and District Bridge personnel at the site.

- c. The consultant will inform the District Bridge Engineer of the work location, number of personnel, any lane closures, the type of equipment, start time and finish times, as well as the number of anticipated working hours the consultant will have at the site that day.
 - d. The consultant will update the Department as to any changes from the previous days call if the consultant left early or stayed later than originally intended.
 - e. At the completion of physical inspection, the consultant shall provide a spread sheet with all the above information for each day out at the bridge. (The consultant will be given a number to call to leave a message with the information prior to the first day of inspection). This information will be used to keep local law enforcement apprised of who is out at the bridge, and to help us estimate inspection costs for future inspection contract. (It will not affect the cost of the agreed to lump sum payment for this contract)
13. The State of Ohio may delete or postpone the inspection of a bridge from the contract up until the time that the physical inspection begins.
 14. ~~The consultant shall insert inspection data, photographs, maintenance recommendations and condition narrative into Assetwise for the District Bridge Engineer to review prior to final approval.~~ (Not required for District 8: Put this information into the Physical Condition Report, then upload report into Assetwise after District comments have been addressed. Physical Condition Report shall be signed and sealed prior to upload.)
 15. The consultant shall notify the District Bridge Engineer, as soon as practical after the physical field inspection of the structure is complete. The Draft Report shall not exceed 60 days. The Consultant shall approve the final report in Assetwise after the District Bridge Engineer has reviewed any changes. The approval shall occur whichever happens first:
 - a. within 90 days of the field inspection or
 - b. January 28th the following year.
 16. The consultant shall incorporate the photographs within the report (not at the Asset Level) assigned within the bridge sub-units (ex. Deck Photos, Superstructure Photos). All photographs shall be dated and labeled to indicate the precise day, location and view in which they were taken.
 17. At the completion of the physical inspection, the consultant shall provide a spread sheet with a log of the work location, number of personnel, and any lane closures, and type of equipment used each day.
 18. Underwater inspection, requiring the use of divers, shall not be required unless specifically stated in the S.O.S. minutes. The Consultant will be required to probe around all substructure units located in water, unless the stream velocity or depth is such that probing is not feasible. All such findings shall be reported.
 19. If an in-depth inspection is being performed, all unsound concrete shall be delineated by sounding unless stated otherwise. All unsound areas shall be measured and reported in square feet of surface area. Coring or other means of testing shall not be done unless specifically stated in the S.O.S. meeting.
 20. Any additional destructive testing, other than that previously mentioned, shall not be done unless specifically stated in the S.O.S. meeting.
 21. Where, in the judgment of the Consultant, it is necessary to remove some portion of the structure to achieve complete and adequate inspection, no action shall be taken without prior approval of the District Bridge Engineer.
 22. All invoices for inspection services shall be submitted to the District Contract Manager for

processing. Each invoice shall include a spreadsheet showing the percentage complete of each structure, the proposed submittal dates, and the actual submittal dates. The District will provide the format.

23. Assetwise Access:

- i. When ASSETWISE Access is required the consultant must obtain usernames, passwords, bridge-access for all team leaders. All data, commentary and files relevant to the bridge(s) inspected must be input in accordance with the Manual of Bridge Inspection including more recent Addendums. AssetWise Access requests are made through the AssetWise Landing Page:

<https://www.transportation.ohio.gov/working/data-tools/resources/assetwise-inspection-system>

- ii. The consultant shall incorporate the photographs within the Physical Condition Report within the bridge sub-units (ex. Deck Photos, Superstructure Photos). All photographs shall be dated and labeled to indicate the precise day, location, and view in which they were taken.
- iii. The ODOT Bridge Inspection Report shall be filled out for each bridge inspected in ODOT's AssetWise unless specified otherwise. Photos, notes and sketches shall be updated on elements within the scope of the inspection, included in the Physical Condition Report, and the entire report uploaded as one document into ASSETWISE. The notes and numbers in all other sections of the inspection filled out in the previous schedule inspection not within the scope of the consultant's inspection shall not be deleted and shall remain unchanged unless specifically permitted by the District Bridge Engineer on a case-by-case basis. Final report approval shall be made by the Consultant P.E. The District Bridge Engineer must be permitted time to review any changes prior to final approval. The report shall be in accordance with the Manual of Bridge Inspection (ODOT). The consultant shall insert inspection notes and condition narrative into ASSETWISE for the District Bridge Engineer to review prior to final approval.
- iv. The consultant shall notify the District Bridge Engineer, as soon as practical after the physical field inspection of the structure is complete. The Consultant shall approve the final report in ASSETWISE after the District Bridge Engineer has reviewed any changes. The approval shall occur whichever happens first:
 1. within 90 days of the field inspection or
 2. February 14th the following year.

24. The State and Consultant agree that the Work to be performed for the bridge inspection, including the field work for each specific bridge included in the Agreement, shall commence and be completed within the same calendar year (March 1 to December 1).

It is not the intent of the State to require the Consultant to perform field work for the bridge inspection during the months of December, January, and February. However, if unusual circumstances arise, the Consultant agrees to perform the required field work during this period upon verbal authorization by the District Bridge Engineer, for a bridge inspection which has been previously authorized by the Director.

The State and the Consultant agree that inclement weather conditions will not be cause for an adjustment to the completion time established in the Agreement.

25. FHWA revised the National Bridge Inspection Standards (NBIS) in 2022 which are being phased into regulation. The consultant shall complete the inspection with regard to the pertinent NBIS requirements that are pertinent at the time of inspection. This includes, but is not limited to, the

more stringent qualifications for bridge inspection team leader and Non-redundant Steel Tension Member NSTM requirements.

9. Physical Condition Report

A formal report describing the physical condition of the bridge, using photographs, sketches and drawings and including, evaluations, and recommendations is required. The report shall follow the ODOT Manual of Bridge Inspection. Ratings, values, narrative and information shall be typed directly into SMS.

Items	HAM-71-0248L & HAM-42-0264R	All other Bridges
Field Report with Element Level Data	Yes	No
Field Report	No	No
Construction and Maintenance History	No	No
Plan view of bridge with mapped out deficiencies	No	No
Updated deficiency map	No	No
Damage and/or Deterioration Evaluation (Include narratives describing the physical conditions, digital photographs, drawings, tables, etc.)	If Necessary	If Necessary
Updated damage and/or deterioration evaluation		
Maintenance/Rehabilitation Recommendations (Include a maintenance schedule and any rehabilitation recommendations)	Yes	Yes
Updated recommendations	Yes	Yes
Testing Report(s) if authorized	N/A	N/A

Subreports:

Underwater	N/A	N/A
Mechanical, Electrical	N/A	N/A
Scour/Hydraulic/Stream Evaluation (cross channel profile etc.)	N/A	N/A
Structural Analysis: N/A	N/A	N/A
Pin/Hanger/Hinges Detailed Inspection	N/A	N/A
Other	N/A	N/A

10. Final Report

Two hard bound copies and a PDF copy of the approved Physical Condition Report should be submitted at the discretion of the District Bridge Engineer. The .PDF shall be sealed and stamped.

11. Price Proposal

The consultant's price proposal shall conform to the current Requirements for Consultant Proposals found on Consultant Services website:

<http://www.dot.state.oh.us/Divisions/Engineering/Consultant/Pages/Manuals-and-Contract-Documents-.aspx>

12. Remarks / Special Instructions (Permits, Walkthroughs, etc.)

Coordination with ODOT CO Snooper if available and on the schedule by December 15 for the following year.

13. Report-In Locations and Travel Regulations

The report-in locations for Consultant personnel shall be the particular project site to which they are assigned or a location thirty (30) miles from the Consultant personnel's home (residence), whichever is less. Consultant personnel travel time from the report-in location to and from the project site may be counted as hours worked on the project and may be billed accordingly.

For Consultant personnel traveling more than one hundred (100) miles to report in location the mileage/travel expense vs. lodging shall be compared to determine the most cost effective approach for the project. This approach should be discussed and agreed to between the Department and the consultant prior to execution of the agreement

Reimbursement of Non-Salary Direct Travel Costs

Consultants that provide leased- or company-owned vehicles shall be compensated on a daily-rate basis. No additional reimbursement for travel to and from the job site will be provided for Consultant vehicles requested and compensated at a fixed daily rate. If company-owned vehicles are provided, the Consultant's indirect cost pool shall be credited in accordance with the company's established, consistent cost allocation procedures, as required by Part 31 of the Federal Acquisition Regulation (FAR), related Cost Accounting Standards (CAS), and recommendations set forth in the AASHTO Uniform Audit & Accounting Guide.

When Consultant personnel are authorized to drive their personal vehicles from the report-in location to a project site, the Department will compensate the Consultant in conformance with the Consultant's normal reimbursement mileage but not in excess of the State Travel reimbursement limits. The Consultant shall provide verification of Consultant personnel's starting location of travel to provide assurance that compensation is being provided with respect to proper report-in locations.

Vehicle usage must be by written authorization from the District Construction Engineer or designee.

The District Construction Engineer or designee may waive in writing the restrictions on compensation for travel.

14. Reference Materials Required by Consultant

It is the consultant's responsibility to obtain the bridge inspection manuals necessary to complete their file. This is not an exhaustive listing.

- National Bridge Inspection Program Metrics, rev. 2013, (Note Report, Inspections and Personnel must meet the UW Metrics 5, 8, 9, 17)
- ODOT Manual for Bridge inspection. 2014

- Hydraulic Engineering Circular No. 18 "Evaluating Scour At Bridges" Fourth Edition Publication No. FHWA NHI 01-001, Date April 2012
- Hydraulic Engineering Circular No. 20 "Stream Stability at Highway Structures"
- Underwater Bridge Inspection, FHWA NHI 10-027, 2010
- The Manual for Bridge Evaluation, 2011, with 2016 Revisions, AASHTO Publication
- Bridge Inspector's Reference Manual, FHWA NHI 12-049, 2012
- ODOT SMS Coding Guide, revision 2014
- National Bridge Inspection Standards 2022 (Officially effective June 2024).
- Other (ex. Bridge-Specific Maintenance Manual): _____

Scope of Services Meeting Attendance

Date: _____, Location: _____

	Name	Representing	Email	Phone
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			
11)			
12)			
13)			
14)			
15)			
16)			
17)			
18)			
19)			
20)			
21)			
22)			
24)			

Location Map

