PID# **122482** State Job # TBD

Scope of Services Meeting Date & Time: **TBD**

Approved Final Scope of Services Date:

Location **District 12**

CONSULTANT BRIDGE INSPECTION
Scope of Services

1. Bridge Identification

County: CUY Route: 010 Section: 08.69 District: 12

SFN: 1801325 Municipality: Cleveland

Street Name or Other Designation: **Lorain Road over Rocky River Valley**

Features Under the Bridge: Rocky River Valley, Valley Parkway

2. Attendance (See Attached Sheet)

Consultant:

Consultant Contracting Officer:

Consultant Project Manager:

ODOT Project Manager:

3. Project Description

Number of Lanes: 4 lanes Year Built: 1935 ADT: 13,954

Bridge Type: Open-Spandrel Steel Arch and Girder with reinforced concrete bridge deck. Type of Service: Roadway over waterway and road

Overall Length: 1,230' Maintenance Responsibility: State Inspection Resp: State

4. Available Plans and Inspection Reports:

	Yes	No
Original Construction Plans*	X	
As-Built Plans*		X
Shop Drawings*		X
Repair or Rehabilitation Plans*	X	
Inspection Reports	X	
Inventory Reports	X	
Physical Condition Reports	X	
Structural Analysis*		X
Underwater Inspection Reports		X
Maintenance Manual		X
NSTM Inspection Procedure	X	
Underwater Dive Inspection Procedure		X
Complex Bridge Inspection Procedure		X
Access to AssetWise**	X	

* Access to files is available on the following website: ftp.dot.state.oh.us - /pub/Districts/D12/Production/Consultant_Programmatic/2025_September/
Contact Curtis Willis Curtis.Willis@dot.ohio.gov for follow-up questions.

** Access to AssetWise may be made available at the discretion of ODOT. User change requests are available online at the AssetWise landing page: AssetWise | Ohio Department of Transportation.

5. Inspection Intent:

Activity	2026	2027	2028
In-depth Inspection	---	---	---
Routine Inspection	X	X	X
Nonredundant Steel Tension Member (NSTM) Inspection	---	X	---
Nonredundant Steel Tension Member (NSTM) Inspection Procedure (checklist)	---	X	---
Underwater Inspection	---	---	---
Underwater Dive Inspection Procedure (checklist)	---	---	---
Scour Critical Evaluation	---	---	---
Update Bridge Inventory (SNBI)	X	X	X
Maintenance Recommendations & Repairs	X	X	X
Structural Measurements where plans are not available	---	---	---
Benchmarking/Surveying	---	---	---

Inspection Intent Requirement Details for 2026 Inspection

- Follow up on condition reported in previous year inspection.

Inspection Intent Requirement Details for 2027 Inspection

- Components receiving a visual inspection include: Non-NSTM Members
- Components receiving a hands-on inspection include: NSTM Members
- Inspection includes viewing as much as possible from snooper or other necessary access equipment.
- Inspection includes sounding, inspection and monitoring of wearing surface spalls and/or deterioration (consideration shall be given to temporary traffic control).

Inspection Intent Requirement Details for 2028 Inspection

- Follow to follow up on condition reported in previous year inspection.

6. STRUCTURAL ANALYSIS:

Activity (ex. Gusset Plate, Cap-Pile-Pier Analysis)	Year	2026	2027	2028

Special Notes:

7. Inspection Services

Item	**Description**
Target Date(s) for Inspection:	Comply with FHWA and State Regulated Frequency
Traffic Control by	By consultant (see Section 8.3)
Restrictions to Lane Closure	Note the Department's Permitted Lane Closure (PLC)
Property Owners Involved	ODOT, City of Cleveland, City of Fairview Park, and Cleveland Metroparks
Right of Entry by	Utilize Right-of-Way E-Permitting System
RR Flaggers	N/A
Other (ex. Coast Guard)	
Special Equipment Anticipated for Access to remote areas	• Snooper Rental • Rope Climbing • Ladder • Man Lift
Other	

8. Consultant Bridge Inspection Requirements

1. The intent of this contract is for a Professional Engineer (Consultant) to make a routine element level (unless In-depth and/or NSTM 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 National Bridge Inspection Standards (NBIS), Ohio Department of Transportation (ODOT) Manual of Bridge Inspection including more recent Addendums, and FHWA's Bridge Inspector's Reference Manual (BIRM). Note when the previous inspection report contains Element Level data then an Element Level inspection shall be performed and values updated.
2. 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.
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. These bridges are inspected every year, and existing traffic control plans from prior years' permits are available and are allowed to be resubmitted for the permit for this inspection.)
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 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.
6. 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).
7. 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.
8. 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.
9. 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. The consultant will be required to complete or revise the Underwater Dive Inspection Procedure Checklist on file such that all UW inspection elements are identified, the inspection frequency is identified, inspection procedures are identified and all underwater elements are inspected according to those procedures.
10. If an NSTM Inspection is specified, the Consultant must perform a hands-on inspection of all NSTMs on both sides of the steel member. This inspection cannot be replaced with a drone.
11. In Depth Inspection

a. 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. 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 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.

b. 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.

12. Destructive Testing

a. Any additional destructive testing, other than that previously mentioned, shall not be done unless specifically stated in the S.O.S. meeting.

b. 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.

13. Report Deliverables:

a. The Consultant shall be responsible for identifying and noting all visible defects in the bridge whether as 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. AssetWise is the Departments required method for consultants to directly update inspection and inventory data. This however is at the discretion of each ODOT project manager. Specific report structure, drawings and inspection findings must be discussed and agreed upon during the SOS meeting.

b. AssetWise

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: AssetWise | Ohio Department of Transportation

ii. 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.

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 and added to 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 data, photographs, maintenance recommendations 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.

14. 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, **each day** the Consultant is on the job, 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. A phone call with follow-up email with photographs is preferred. A communication plan should be discussed during the SOS. 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. Serious deficiencies include but are not limited to loose concrete over traffic, reduction in safe load capacity, advanced scour or undermining and rapid changes in expected condition.

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)

15. All invoices for inspection services shall be submitted to the District Contract Manager for processing.

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.

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 including more recent addendums. Consultants should update existing deficiency maps and CADD drawings unless previous drawings cannot be made available.

Items	**2026***	**2027***	**2028***
AssetWise Inspection Report with Element Level Data	X	X	X
AssetWise Inspection Report	---	---	---
Construction and Maintenance History	X	X	X
Specialized Inspection Procedures (required for complex, underwater dive and/or NSTM bridge inspections)	X	X	X
Plan view of bridge with mapped out deficiencies	X	---	---
Updated deficiency map	---	X	X
Damage and/or Deterioration Evaluation (Include narratives describing the physical conditions, digital photographs, drawings, tables, etc.)	X	---	---
Updated damage and/or deterioration evaluation	---	X	X
Maintenance/Rehabilitation Recommendations (Include a maintenance schedule and any rehabilitation recommendations)	X	---	---
Updated recommendations	---	X	X
Testing Report(s) if authorized	---	---	---
Subreports:			
Underwater (including channel cross section)	---	---	---
Pin/Hanger/Hinges Detailed Inspection	---	---	---
Other	---	---	---

* Ratings, values, narrative and information shall be typed directly into ASSETWISE unless stated otherwise in SOS meeting. Indicate if AssetWise input will be performed by consultant or ODOT.

10. Final Report

One PDF copy of the formal report should be submitted at the discretion of the District Bridge Engineer.

Number of Reports __1-PDF File_____, Delivered to ___Youssef.Seif@dot.ohio.gov___

11. Completion Time

The consultant shall complete each year's inspection within nine months from the date of authorization to proceed and shall adhere to the following timelines:

- Routine inspection within 12 months of the last inspection
- NSTM inspection within 24 months of the last NSTM (previously Fracture Critical) inspection

The following dates are required for report submittals:

1. A PDF draft of the AssetWise Ohio Bridge Inspection Report (with the following forms completed: Inspection Info, SNBI, Ohio Bridge Inventory, Element Inspection, and Inspector Comments) submitted via email to the District Bridge Engineer for review and comment within 60 days of the field inspection
2. A completed AssetWise Ohio Bridge Inspection Report incorporating any review comments from the District Bridge Engineer, submitted and approved by the Consultant in AssetWise within 90 days of the field inspection
3. A PDF formal report with narrative and photos and which includes the AssetWise Ohio Bridge Inspection Report as an appendix shall be submitted via email to the District Bridge Engineer for review and comment within 120 days of the field inspection
    - A finalized version of this report incorporating any review comments shall then be submitted the sooner of within 30 days of receiving comments or by February 28 the following year .

A report shall not be considered complete until approved by the District Bridge Engineer.

12. Type of Agreement

- Lump sum compensations
- Actual costs plus fixed fee for testing items.
- Snooper or equipment Rental is if authorized.
- Traffic Control is if authorized.

13. Price Proposal

The consultant's price proposal shall conform to the current Requirements for Consultant Proposals found on Consultant Services website : https://www.transportation.ohio.gov/working/engineering/consultant-services/manuals-and-contract-documents

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

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

15. Information Handouts Required by Consultant and Available within ODOT

It is the consultant's responsibility to obtain the information handouts necessary to complete their file. This is not an inclusive listing.

1) Audit Requirements, Definitions and Guidelines.

2) Office of Accounting and Auditing Supplemental Information for Consulting Engineering Firms.

3) Ohio Manual of Uniform Traffic Control Devices.

4) Guidelines for Proposals for Consulting Services.

5) ODOT DBE/EDGE Requirements for Consultant Agreements.

16. 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.

- Specifications for the National Bridge Inventory, March 2022 with most recent addendums
- National Bridge Inspection Program Metrics
- ODOT Manual of Bridge inspection and Inventory, 2025 and more recent addendums
- 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"
- The Manual for Bridge Evaluation, 2018, with 2022 Revisions, AASHTO Publication
- Bridge Inspector's Reference Manual, FHWA NHI 23-024, 2022 NBIS, revised March 2023
- Manual for Bridge Element Inspection, with 2025 Interim Revisions
- Other (ex. Bridge-Specific Maintenance Manual or Inspection Procedure):

PID# **122482** State Job # TBD

Scope of Services Meeting Date & Time: **TBD**

Approved Final Scope of Services Date:

Location **District 12**

CONSULTANT BRIDGE INSPECTION
Scope of Services

1. Bridge Identification

County: CUY Route: 017 Section: 02.83 District: 12

SFN: 1802046 Municipality: Fairview Park

Street Name or Other Designation: **Brookpark Road over Rocky River Valley**

Features Under the Bridge: Rocky River and Metroparks

2. Attendance (See Attached Sheet)

Consultant:

Consultant Contracting Officer:

Consultant Project Manager:

ODOT Project Manager:

3. Project Description

Number of Lanes: 4 lanes Year Built: 1933 ADT: 13,506

Bridge Type: Open-Spandrel Reinforced Concrete Arches with Continuous Reinforced Concrete Beam Approach Spans Type of Service: Roadway over waterway and road

Overall Length: 1,919' Maintenance Responsibility: State Inspection Resp: State

4. Available Plans and Inspection Reports:

	Yes	No
Original Construction Plans*	X	
As-Built Plans*		X
Shop Drawings*		X
Repair or Rehabilitation Plans*	X	
Inspection Reports	X	
Inventory Reports	X	
Physical Condition Reports	X	
Structural Analysis*		X
Underwater Inspection Reports		X
Maintenance Manual		X
NSTM Inspection Procedure		X
Underwater Dive Inspection Procedure		X
Complex Bridge Inspection Procedure		X
Access to AssetWise**	X	

* Access to files is available on the following website: ftp.dot.state.oh.us - /pub/Districts/D12/Production/Consultant_Programmatic/2025_September/
Contact Curtis Willis Curtis.Willis@dot.ohio.gov for follow-up questions.

** Access to AssetWise may be made available at the discretion of ODOT. User change requests are available online at the AssetWise landing page: AssetWise | Ohio Department of Transportation.

5. Inspection Intent:

Activity	2026	2027	2028
In-depth Inspection	---	---	X
Routine Inspection	X	X	X
Nonredundant Steel Tension Member (NSTM) Inspection	---	---	---
Nonredundant Steel Tension Member (NSTM) Inspection Procedure (checklist)	---	---	---
Underwater Inspection	---	---	---
Underwater Dive Inspection Procedure (checklist)	---	---	---
Scour Critical Evaluation	---	---	---
Update Bridge Inventory (SNBI)	X	X	X
Maintenance Recommendations & Repairs	X	X	X
Structural Measurements where plans are not available	---	---	---
Benchmarking/Surveying	---	---	---

Inspection Intent Requirement Details for 2026 Inspection

- Follow up on condition reported in previous year inspection.

Inspection Intent Requirement Details for 2027 Inspection

- Follow up on condition reported in previous year inspection.

Inspection Intent Requirement Details for 2028 Inspection

- In-depth inspection of all bridge components viewing as much as possible from a snooper or other necessary access
- Sounding of concrete elements
- Follow up on condition reported in previous year inspection.

6. STRUCTURAL ANALYSIS:

Activity (ex. Gusset Plate, Cap-Pile-Pier Analysis)	Year	2026	2027	2028

Special Notes:

7. Inspection Services

Item	**Description**
Target Date(s) for Inspection:	Comply with FHWA and State Regulated Frequency
Traffic Control by	By consultant (see Section 8.3)
Restrictions to Lane Closure	Note the Department's Permitted Lane Closure (PLC)
Property Owners Involved	ODOT, City of Cleveland, City of Fairview Park, Cleveland Metroparks
Right of Entry by	Utilize Right-of-Way E-Permitting System
RR Flaggers	N/A
Other (ex. Coast Guard)	
Special Equipment Anticipated for Access to remote areas	• Snooper Rental • Rope Climbing • Ladder • Man Lift
Other	

8. Consultant Bridge Inspection Requirements

1. The intent of this contract is for a Professional Engineer (Consultant) to make a routine element level (unless In-depth and/or NSTM 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 National Bridge Inspection Standards (NBIS), Ohio Department of Transportation (ODOT) Manual of Bridge Inspection including more recent Addendums, and FHWA's Bridge Inspector's Reference Manual (BIRM). Note when the previous inspection report contains Element Level data then an Element Level inspection shall be performed and values updated.
2. 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.
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. These bridges are inspected every year, and existing traffic control plans from prior years' permits are available and are allowed to be resubmitted for the permit for this inspection.)
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 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.
6. 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).
7. 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.
8. 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.
9. 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. The consultant will be required to complete or revise the Underwater Dive Inspection Procedure Checklist on file such that all UW inspection elements are identified, the inspection frequency is identified, inspection procedures are identified and all underwater elements are inspected according to those procedures.
10. If an NSTM Inspection is specified, the Consultant must perform a hands-on inspection of all NSTMs on both sides of the steel member. This inspection cannot be replaced with a drone.
11. In Depth Inspection

a. 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. 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 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.

b. 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.

12. Destructive Testing

a. Any additional destructive testing, other than that previously mentioned, shall not be done unless specifically stated in the S.O.S. meeting.

b. 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.

13. Report Deliverables:

a. The Consultant shall be responsible for identifying and noting all visible defects in the bridge whether as 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. AssetWise is the Departments required method for consultants to directly update inspection and inventory data. This however is at the discretion of each ODOT project manager. Specific report structure, drawings and inspection findings must be discussed and agreed upon during the SOS meeting.

b. AssetWise

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: AssetWise | Ohio Department of Transportation

ii. 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.

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 and added to 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 data, photographs, maintenance recommendations 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.

14. 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, **each day** the Consultant is on the job, 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. A phone call with follow-up email with photographs is preferred. A communication plan should be discussed during the SOS. 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. Serious deficiencies include but are not limited to loose concrete over traffic, reduction in safe load capacity, advanced scour or undermining and rapid changes in expected condition.

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)

15. All invoices for inspection services shall be submitted to the District Contract Manager for processing.

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.

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 including more recent addendums. Consultants should update existing deficiency maps and CADD drawings unless previous drawings cannot be made available.

Items	**2026***	**2027***	**2028***
AssetWise Inspection Report with Element Level Data	X	X	X
AssetWise Inspection Report	---	---	---
Construction and Maintenance History	X	X	X
Specialized Inspection Procedures (required for complex, underwater dive and/or NSTM bridge inspections)	---	---	---
Plan view of bridge with mapped out deficiencies	X	---	---
Updated deficiency map	---	X	X
Damage and/or Deterioration Evaluation (Include narratives describing the physical conditions, digital photographs, drawings, tables, etc.)	X	---	---
Updated damage and/or deterioration evaluation	---	X	X
Maintenance/Rehabilitation Recommendations (Include a maintenance schedule and any rehabilitation recommendations)	X	---	---
Updated recommendations	---	X	X
Testing Report(s) if authorized	---	---	---
Subreports:			
Underwater (including channel cross section)	---	---	---
Pin/Hanger/Hinges Detailed Inspection	---	---	---
Other	---	---	---

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- Hydraulic Engineering Circular No. 20 "Stream Stability at Highway Structures"
- The Manual for Bridge Evaluation, 2018, with 2022 Revisions, AASHTO Publication
- Bridge Inspector's Reference Manual, FHWA NHI 23-024, 2022 NBIS, revised March 2023
- Manual for Bridge Element Inspection, with 2025 Interim Revisions
- Other (ex. Bridge-Specific Maintenance Manual or Inspection Procedure):

PID# **122482** State Job # TBD

Scope of Services Meeting Date & Time: **TBD**

Approved Final Scope of Services Date:

Location **District 12**

CONSULTANT BRIDGE INSPECTION
Scope of Services

1. Bridge Identification

County: CUY Route: 480 Section: 06.47 District: 12

SFN: 1812831 Municipality: Fairview Park

Street Name or Other Designation: **I-480 over Rocky River Valley**

Features Under the Bridge: Rocky River and Metroparks, Valley Parkway

2. Attendance (See Attached Sheet)

Consultant:

Consultant Contracting Officer:

Consultant Project Manager:

ODOT Project Manager:

3. Project Description

Number of Lanes: 8 lanes Year Built: 1970 ADT: 104,860

Bridge Type: Continuous hunched steel girder with transverse floor beams, longitudinal stringers, concrete deck Type of Service: Highway over waterway and road

Overall Length: 1,571' Maintenance Responsibility: State Inspection Resp: State

4. Available Plans and Inspection Reports:

	Yes	No
Original Construction Plans*	X	
As-Built Plans*		X
Shop Drawings*		X
Repair or Rehabilitation Plans*	X	
Inspection Reports	X	
Inventory Reports	X	
Physical Condition Reports	X	
Structural Analysis*		X
Underwater Inspection Reports		X
Maintenance Manual		X
NSTM Inspection Procedure	X	
Underwater Dive Inspection Procedure		X
Complex Bridge Inspection Procedure		X
Access to AssetWise**	X	

* Access to files is available on the following website: ftp.dot.state.oh.us - /pub/Districts/D12/Production/Consultant_Programmatic/2025_September/
Contact Curtis Willis Curtis.Willis@dot.ohio.gov for follow-up questions.

** Access to AssetWise may be made available at the discretion of ODOT. User change requests are available online at the AssetWise landing page: AssetWise | Ohio Department of Transportation.

5. Inspection Intent:

Activity	2026	2027	2028
In-depth Inspection	---	---	---
Routine Inspection	X	X	X
Nonredundant Steel Tension Member (NSTM) Inspection	X	---	X
Nonredundant Steel Tension Member (NSTM) Inspection Procedure (checklist)	X	---	X
Underwater Inspection	---	---	---
Underwater Dive Inspection Procedure (checklist)	---	---	---
Scour Critical Evaluation	---	---	---
Update Bridge Inventory (SNBI)	X	X	X
Maintenance Recommendations & Repairs	X	X	X
Structural Measurements where plans are not available	---	---	---
Benchmarking/Surveying	---	---	---

Inspection Intent Requirement Details for 2026 Inspection

- Components receiving a visual inspection include: Non-NSTM Members
- Components receiving a hands-on inspection include: NSTM Members
- Inspection includes viewing as much as possible from snooper or other necessary access equipment.
- Inspection includes sounding, inspection and monitoring of wearing surface spalls and/or deterioration (consideration shall be given to temporary traffic control).

Inspection Intent Requirement Details for 2027 Inspection

- Follow up on condition reported in previous year inspection.

Inspection Intent Requirement Details for 2028 Inspection

- Components receiving a visual inspection include: Non-NSTM Members
- Components receiving a hands-on inspection include: NSTM Members
- Inspection includes viewing as much as possible from snooper or other necessary access equipment.
- Inspection includes sounding, inspection and monitoring of wearing surface spalls and/or deterioration (consideration shall be given to temporary traffic control).

6. STRUCTURAL ANALYSIS:

Activity (ex. Gusset Plate, Cap-Pile-Pier Analysis)	Year	2026	2027	2028

Special Notes:

7. Inspection Services

Item	**Description**
Target Date(s) for Inspection:	Comply with FHWA and State Regulated Frequency
Traffic Control by	By consultant (see Section 8.3)
Restrictions to Lane Closure	Note the Department's Permitted Lane Closure (PLC)
Property Owners Involved	ODOT, City of Cleveland, City of Fairview Park, Cleveland Metroparks
Right of Entry by	Utilize Right-of-Way E-Permitting System
RR Flaggers	N/A
Other (ex. Coast Guard)	
Special Equipment Anticipated for Access to remote areas	• Snooper Rental • Rope Climbing • Ladder
Other	

8. Consultant Bridge Inspection Requirements

1. The intent of this contract is for a Professional Engineer (Consultant) to make a routine element level (unless In-depth and/or NSTM 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 National Bridge Inspection Standards (NBIS), Ohio Department of Transportation (ODOT) Manual of Bridge Inspection including more recent Addendums, and FHWA's Bridge Inspector's Reference Manual (BIRM). Note when the previous inspection report contains Element Level data then an Element Level inspection shall be performed and values updated.
2. 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.
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. These bridges are inspected every year, and existing traffic control plans from prior years' permits are available and are allowed to be resubmitted for the permit for this inspection.)
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 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.
6. 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).
7. 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.
8. 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.
9. 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. The consultant will be required to complete or revise the Underwater Dive Inspection Procedure Checklist on file such that all UW inspection elements are identified, the inspection frequency is identified, inspection procedures are identified and all underwater elements are inspected according to those procedures.
10. If an NSTM Inspection is specified, the Consultant must perform a hands-on inspection of all NSTMs on both sides of the steel member. This inspection cannot be replaced with a drone.
11. In Depth Inspection

a. 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. 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 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.

b. 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.

12. Destructive Testing

a. Any additional destructive testing, other than that previously mentioned, shall not be done unless specifically stated in the S.O.S. meeting.

b. 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.

13. Report Deliverables:

a. The Consultant shall be responsible for identifying and noting all visible defects in the bridge whether as 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. AssetWise is the Departments required method for consultants to directly update inspection and inventory data. This however is at the discretion of each ODOT project manager. Specific report structure, drawings and inspection findings must be discussed and agreed upon during the SOS meeting.

b. AssetWise

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: AssetWise | Ohio Department of Transportation

ii. 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.

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 and added to 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 data, photographs, maintenance recommendations 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.

14. 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, **each day** the Consultant is on the job, 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. A phone call with follow-up email with photographs is preferred. A communication plan should be discussed during the SOS. 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. Serious deficiencies include but are not limited to loose concrete over traffic, reduction in safe load capacity, advanced scour or undermining and rapid changes in expected condition.

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)

15. All invoices for inspection services shall be submitted to the District Contract Manager for processing.

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.

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 including more recent addendums. Consultants should update existing deficiency maps and CADD drawings unless previous drawings cannot be made available.

Items	**2026***	**2027***	**2028***
AssetWise Inspection Report with Element Level Data	X	X	X
AssetWise Inspection Report	---	---	---
Construction and Maintenance History	X	X	X
Specialized Inspection Procedures (required for complex, underwater dive and/or NSTM bridge inspections)	X	X	X
Plan view of bridge with mapped out deficiencies	X	---	---
Updated deficiency map	---	X	X
Damage and/or Deterioration Evaluation (Include narratives describing the physical conditions, digital photographs, drawings, tables, etc.)	X	---	---
Updated damage and/or deterioration evaluation	---	X	X
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