



Department of Transportation

Division of Planning & Engineering

Office of Local Government Assistance

700 East Broadway Avenue

Pierre, South Dakota 57501-2586

OFFICE: 605/773-3390

FAX: 605/773-4870

TO: CITY OF RAPID CITY ENGINEER or FINANCE OFFICER

FROM: Cody Axlund
Bridge Inspection Engineer

DATE: January 30, 2014

RE: BRIDGE INSPECTIONS (2014)

RECEIVED

JAN 30 2014

ENGINEERING
SERVICES

Dear City Official:

The U.S. Federal Highway Administration requires the initial inspection of all bridges and the reinspection at intervals not to exceed two years (Title 23, Section 151, *United States Code* and Title 23, Part 650, Subpart C, *Code of Federal Regulations*) with the exception of reinforced concrete box culverts (RCBC) that meet specific criteria. These culverts are reinspected at intervals not to exceed four years. Any government jurisdiction failing to comply with the posting and reinspection requirements of the National Bridge Inspection Standards (NBIS) Program may lose its eligibility for Federal transportation dollars.

Most South Dakota Cities have done a commendable job in initiating and following through on bridge inspections and postings.

The NBIS Program requires all structures over 20 feet in length be inspected every two years (or four years for specific RCBC) by a qualified inspector. To accomplish the inspections in your City during 2014, the following three approaches are open to you:

1. Hire a consulting engineer to inspect the bridges due for inspection and pay for these services utilizing 100% City funds;
2. Follow the prescribed South Dakota Department of Transportation (SDDOT) procedures for Consultant Selection of Engineering Services, hire the consultant of your choice and qualify for 80% Federal reimbursement participation in the cost of the inspections; or
3. Utilize one of the eighteen (18) consulting firms listed on Attachment A that are under retainer contract with the SDDOT and pay 20% of the costs with City funds. The procedures to implement this step are detailed below.

Federal Bridge Replacement Funds can be utilized to hire qualified engineering firms to perform these inspections. However, Federal regulations define specific steps, including requests for proposals, evaluation

committees, competitive negotiations, etc., which must be followed when using Federal funds. In an effort to assist Cities in securing Federal funds for bridge inspections, SDDOT has undertaken competitive negotiations with several consulting engineering firms. Eighteen firms have been qualified to sign retainer agreements with SDDOT. Services performed under these retainer agreements are eligible for Federal participation.

If the City would like to utilize these firms under SDDOT retainer contracts, then the City should take the following steps:

1. The City should indicate the firm it wishes to employ in a resolution to SDDOT (copy attached) pledging to provide the local match required to obtain Federal Bridge Replacement funds.
2. SDDOT will initiate an agreement work order with the consulting engineering firm that you have selected for their execution. The consultant then forwards the three (3) original, fully executed, work orders to you for your signature. You will forward the three original, signed, work orders to this office for signature. One original will be returned to you, one original is returned to the consultant, and one original is kept on file at SDDOT.

The work order indicates the location and types of structures to be inspected in your City. It also shows estimated travel, per diem, and other costs related to the inspection. The summation of all these costs will be the basis for the maximum limiting amount of the work order.

3. If the City does not concur with the work order, it can request SDDOT to contract with another firm under retainer.
4. SDDOT will then issue a *Notice to Proceed* to the consulting engineering firm with a copy sent to the City. SDDOT will bill the City for its local match as the consultant completes its unit work products.

Cities are under no obligation to use the eighteen consulting engineering firms under SDDOT retainer agreements. Cities can still obtain Federal funds by conducting SDDOT approved competitive negotiations with other engineering firms or by using 100% City funds to pay for engineering services. SDDOT is offering these firms under retainer agreement to the Cities as a relatively quick way to get bridge inspections underway and still meet Federal requirements for competitive negotiations.

Please note that once again this year the consultants will be required to keep a ledger of their time and expenses for their inspection services. They will be reimbursed at a cost plus fixed fee rate for these services, similar to their reimbursement for design services. The flat rate per structure by structure type is no longer being used.

If you have any questions, please call me at (605) 773-3390.

RESOLUTION NO. 2014-027
BRIDGE REINSPECTION PROGRAM RESOLUTION
FOR USE WITH SDDOT RETAINER CONTRACTS

WHEREAS, Title 23, Section 151, *United States Code* and Title 23, Part 650, Subpart C, *Code of Federal Regulations*, requires initial inspection of all bridges and reinspection at intervals not to exceed two years with the exception of reinforced concrete box culverts that meet specific criteria. These culverts are reinspected at intervals not to exceed four years.

THEREFORE, the City of Rapid City is desirous of participating in the Bridge Inspection Program using Bridge Replacement funds.

The City requests SDDOT to hire Brosz Engineering, Inc. (Consulting Engineers) for the inspection work. SDDOT will secure Federal approvals, make payments to the Consulting Engineer for inspection services rendered, and bill the City for 20% of the cost. The City will be responsible for the required 20% matching funds.

Dated this _____ day of _____, 2014.

CITY OF RAPID CITY

Mayor

ATTEST

Finance Officer

ATTACHMENT A

2014 CONSULTING ENGINEERING FIRM SELECTION LIST
FOR BRIDGE INSPECTIONS

1. Aaron Swan & Associates – Pierre, SD
2. Aason Engineering Co., Inc. – Watertown, SD
3. Banner Associates, Inc. – Brookings and Sioux Falls, SD
4. Brosz Engineering, Inc. – Pierre and Sturgis, SD; Bowman, ND
5. Civil Design, Inc. – Brookings and Sioux Falls, SD
6. Clark Engineering Corporation – Aberdeen and Sioux Falls, SD
7. HDR, Inc. – Sioux Falls, SD
8. Interstate Engineering, Inc. – Pierre and Spearfish, SD; Wahpeton and Mandan, ND
9. Johnson Engineering Company – Yankton, SD
10. Pierce & Harris Engineering Co. – Huron, SD
11. Sayre Associates, Inc. – Sioux Falls, SD
12. Ulteig Engineers, Inc. – Sioux Falls, SD; Fargo, ND
13. Collins Engineer, Inc – Chicago, IL
14. CTL Group – Chicago, IL
15. Fish & Associates – Middleton, WI
16. GeoTek Engineering & Testing Services, Inc. – Sioux Falls, SD
17. KPFF Consulting Engineers – Evanston, IL
18. Wiss, Janney, Elstner Associates, Inc. – Northbrook, Illinois