



PW022702-11

Department of Transportation
Division of Fiscal & Public Assistance
Local Government Assistance 605/773-4831
700 E Broadway Avenue
Pierre, South Dakota 57501-2586
FAX: 605/773-3921

January 31, 2002

TO: CITY ENGINEER or FINANCE OFFICER

RE: BRIDGE INSPECTIONS (2002)

Dear City Official:

The U.S. Federal Highway Administration requires the initial inspection of all bridges and their reinspection at intervals not to exceed two years (Title 23, Paragraph 124, *United States Code*). 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.

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 by a qualified inspector. To accomplish the inspections in your city during 2002, 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 14 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.

Enclosed with this letter for your information and use is a computer printout (Attachment B) of all the bridges in your city that are due to be inspected sometime during calendar year 2002.

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. Fourteen 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 bridge 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 fourteen 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 will no longer be used.

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

Sincerely,
LOCAL GOVERNMENT ASSISTANCE



Tracy M. Painter, PE
Bridge Inspection Engineer

**BRIDGE REINSPECTION
PROGRAM RESOLUTION
FOR USE WITH SDDOT RETAINER CONTRACTS**

WHEREAS, Paragraph 124 of Title 23, United States Code (USC), requires initial inspection of all bridges and reinspection at intervals not to exceed two years.

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

The City of Rapid City requests SDDOT to hire TSP Three, 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 of Rapid City will be responsible for the required 20% matching funds.

There are a total of 25 bridges in the City of Rapid City that require inspection.

Dated this _____ day of _____, 2002, at _____, South Dakota.
(city)

Mayor

ATTEST:

City Auditor/Clerk