Disclaimer: Bridge inspections in compliance with KDOT's Bridge Inspection Program shall be conducted by a qualified consultant under contract with the City/County ("Owner") or by qualified personnel employed by the Owner. KDOT has determined bridge inspections must cover the scope of services set forth below to comply with 23 C.F.R. § 650 *et seq.* This listing is provided to assist Owners in performing or contracting to have performed bridge inspection services that meet applicable bridge inspection requirements. These terms are not intended or represented by KDOT to constitute a contract or substitute as a professionally drafted contractual agreement. Owners should consult with legal counsel to obtain an appropriate contractual agreement including this scope of services when contracting with a bridge inspection consultant to meet their obligations under 23 C.F.R. § 650 *et seq.*

Scope of Services for Local Routine Bridge Inspections[1]

General

1. Routine Bridge Inspections shall be conducted in accordance with federal regulations and references listed in Attachment A.

2. All National Bridge Inventory (NBI) data items and condition states shall be verified during the inspection and updated. This may require coordination with the City/County ("Owner") on items not observable.

3. City/County bridge inspections are subject to review by the Kansas Department of Transportation (KDOT). If errors or discrepancies are found, the Consultant, at no additional cost (or Owner if the inspection is performed by the Owner), shall be required to make corrections. The KDOT Bureau of Local Projects (BLP) will oversee Quality Control/Quality Assurance (QC/QA) evaluations of bridge records and inspections. Substandard work is grounds for removal of the inspector from the Kansas Local Bridge Inspection Team Leader list.

Number and Type of Bridges for Inspection

4. The Owner has 372 bridges requiring a Routine Inspection.

5. The Owner has 0 bridges requiring an Inventory Inspection.[2]

Specific Requirements for Inspections

6. A Bridge Inspection Team Leader qualified as a Routine Bridge Inspection Team Leader on the Kansas Local Bridge Inspection Team Leader list maintained by KDOT BLP shall be present for the duration of all Routine and Inventory Bridge Inspections.

7. The appropriate standard KDOT BLP Bridge Inspection Form shall be used to record the field inspection data for the inspected bridges.

8. Critical Inspection Findings (CIFs) shall be reported (by telephone or in person) to the Owner immediately. CIFs shall be recorded on the standard KDOT BLP Critical Inspection Findings form. All CIFs shall be in accordance with the Critical Inspection Finding section in Chapter 1 - Bridge Inspection Policies of the BLP Bridge Inspection Manual.

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[1] Bridge inspections conducted under KDOT's Bridge Inspection Program shall be conducted by a qualified consultant under contract with the City/County ("Owner") or by qualified personnel employed by the Owner. KDOT has determined that inspections must cover the scope of services set forth below to comply with 23 C.F.R. § 650 *et seq.*

[2] Bridges not currently in the inventory or bridges that have had major rehabilitation work require an Inventory Inspection according to the KDOT BLP Bridge Inspection Manual.

9. During the Routine Bridge Inspection, any weight limit signs found missing, knocked down, damaged to the point of not being legible, or obscured by vegetation; shall be reported the same day to the Owner (by phone or in person). Signs with limits exceeding the maximum allowable loads according to the latest load ratings shall also be reported to the Owner.

10. Review inspection frequencies for the inspected bridges to verify the proper inspection frequencies have been set and followed.

11. Review scour analyses/assessments and scour Plans of Action for the inspected bridges and report if the information is in need of updating.

12. Review load ratings and Load Rating Summary Sheets for the inspected bridges and report if the information is in need of updating.

13. Review latest Fracture Critical Member, Underwater, and Pin & Hanger Inspection information for the inspected bridges and report if the information is in need of updating.

14. Review photographs in the bridge records and add any required photographs not in the bridge records for the inspected bridges. Provide new photographs of items as necessary to adequately document significant deficiencies, changed conditions, or repairs needed. Approach photographs should include the weight limit posting signs at each end of the bridge for all load posted bridges.

Deliverables

15. Required documentation and updates to the records for the inspected bridges shall be completed within 90 days of the completion of the field inspection.

16. The inspection data shall be entered in the KDOT BLP Bridge Inspection Portal no later than 90 days following the bridge inspection. All NBI Data Items in the existing database shall be checked while performing data entry and errors in the data shall be corrected. Item 113 Justification Forms, Scour Plans of Action, and Load Rating Summary Sheets, supplied by the Owner for Inventory Inspections, shall be uploaded.

17. The Routine Bridge Inspection Submittal form shall be sealed and signed by the Professional Engineer in charge of the inspection group and submitted along with the Data Validation and Sufficiency Rating Calculation forms to the KDOT BLP Bridge Team at **KDOT.BLPBridge@ks.gov** at the completion of the Routine Bridge Inspection process.

18. By the deadline established by the Owner, provide 5 copies of the Bound Report summarizing bridge inspection results of the maintenance recommendation report, and conforming to the requirements contained in Attachment B.

ATTACHMENT A – STUDY PROCEDURES AND DESIGN CRITERIA

The procedures to be used in the field inspection of the bridges were derived from the following reference sources, current editions:

1. American Association of State Highway and Transportation Officials (AASHTO) The Manual for Bridge Evaluation

2. KDOT BLP Bridge Inspection Manual

3. Report No. FHWA-PD-96-001, Recording and Coding Guide for the Structure Inventory and Appraisal of the Nation's Bridges

4. Report No. FHWA-IP-86-2, Culvert Inspection Manual

5. Report No. FHWA-IP-86-26, Inspection of Fracture Critical Bridge Members

6. FHWA Bridge Inspector's Reference Manual

7. Manual on Uniform Traffic Control Devices

ATTACHMENT B – BOUND REPORT REQUIREMENTS

(Suggested report format-owner will modify to meet their needs)

Prepare a bound report summarizing the bridge inspection results. The report should include the following items:

- An introduction stating the time period of the bridge inspections and the names of the persons performing the inspections.
- A table listing each bridge and include the following items:
  - County bridge number
  - NBI number
  - Length
  - Type of structure
  - Features intersected
  - Facilities carried
  - Sufficiency rating
  - Recommended weight limits
  - Existing weight limit signing
  - Date of inspection
  - Inspector name
  - If a load rating update is needed
  - If scour analysis is needed
- A list of bridges having a Critical Inspection Finding
- A table listing all bridges requiring a 12-month inspection frequency, the inspection due date, the reason for the 12-month inspection, and items needing special consideration
- A table listing all bridges requiring a Fracture Critical Member Inspection, a general description of the type of bridge, the type of equipment needed to perform the inspection, and any items of concern
- A table listing all bridges with pin and hanger connections
- A table listing all bridges requiring a special Underwater Inspection and the classification (Type III or Type IV)
- Bridge index map

Prepare a separate bound report listing bridge maintenance items containing:

- Critical maintenance needed to extend the life of the bridge
- Safety concerns
- Routine maintenance items