
CHAPTER 8

Specialized Services

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Bridge Inspection Agreements

The Department hires consultant engineering firms to perform bridge inspections for two reasons:

1. To make an in-depth condition inspection of the structure, report such findings in a formal report and make recommendations for the repair and/or preventative maintenance for any deficiencies they find, in addition to filling out the standard BR 86 (annual bridge inspection) form.
2. Because the Districts lack the manpower to complete an in-depth inspection and report in addition to their normal bridge inspections.
 - ' In general, the Department hires consultants to inspect only major structures which have special features or special loading restrictions.
 - ' The in-depth reports provided by the consultants are often used as the basis for programming funding for bridge rehabilitation or bridge replacement projects.
 - ' This program has been in effect for about fifteen years and a set of general requirements have been established.

Bridge Inspection Requirements

The intent of this contract is for a Professional Engineer (Consultant) to make an in-depth (unless routine is specified) condition inspection of the noted bridges and to report such findings in a formal report.

The Consultant will complete the inspection in accordance with the latest Ohio Department of Transportation Bridge Inspection Manual and the Federal Highway Administration Bridge Inspection Training Manual.

The ODOT Bridge Inspection Report (BR 86) shall be filled out for each bridge inspected and submitted along with at least five copies (more if noted at the Scope of Services Meeting) of a formal report containing narrative description of the findings and original color photographs. The report shall contain:

- T A location map
- T A general plan and elevation of the bridge (depicting the height of the bridge, the number and length of spans and overall length)
- T A deck and superstructure cross-section.
- T Recommendations for repair and/or preventative maintenance for any deficiencies noted.

Note: If a multi-year inspection is being performed, the formal report with color photographs is necessary only for the first year. Subsequent reports and photographs shall only be extensive enough to document changed conditions from the first year.

In addition to these general rules for bridge inspection, each District which obtains contracts for Consultant Bridge Inspection generally has a specific set of requirements. These requirements usually stem from situations which have arisen during previous bridge inspections. They may cover such items as the method of reporting, format of the report, weather conditions (no bridge inspections during December, January or February in the most northern Districts), or Consultant access to the structure being inspected.

At a minimum, the District must maintain records on the Consultant's work location, number of Consultant's personnel present and type of equipment present at the inspection site each day.

N Notes:

Construction Inspection Agreements

Initiation of Construction Inspection Agreements

The Department retains consultants to provide construction inspection services to supplement District staffs during peak workloads and to assist the Department in the inspection of complex projects where special expertise is needed. In most cases the Department will retain administrative control of the construction contract with consultant inspectors reporting to Department staff. The preferred methods of contracting for construction inspection services are as follows:

1. A separate agreement with the design consultant.

Utilizing the design consultant to provide construction inspection services has the advantages of bringing the designer's detailed project knowledge to the construction phase and also serves to provide feedback to the consultant concerning design improvements on future projects. The services may range from periodic site visits to furnishing a specified number of full time inspectors.

A separate agreement that incorporates the original design agreement by reference is preferred to allow timely closeout of the design agreement and to ensure that contractual clauses specific to construction inspection services are included.

2. Personal Services Agreements with qualified individuals

District Offices may develop Personal Services agreements with qualified individuals to supplement the District staff. Such agreements must include language from the Department's standard construction inspection Scope of Services and agreement. Questions should be directed to the Office of Contracts.

Administration of Construction Inspection Agreements

Administration of construction inspection agreements follows the same basic principles as other agreements, but in most instances the scope of services will be "services as requested" rather than a defined deliverable. Consultant inspectors generally work under the direction of Department personnel with the level of service measured in terms of reliability, technical competency and knowledge of ODOT Specifications, and level of cooperation with the Department's staff. The Department's standard scope of services includes a more detailed listing of typical duties.

A designated Project Manager and Contracts Manager are required for construction inspection agreements, with the Construction Project Engineer recommended to serve as Project Manager. The Contracts Manager could be the "design" Contracts Manager or the District Construction Engineer may carry out these duties, depending on District preference.

A list of checkpoints for administration of consultant inspection agreements follows:

1. A "Project Kickoff Meeting" must be held. Refer to Chapter 7. Required inspector training should be verified at the meeting, including ACI certification, painting inspector training, nuclear gauge safety training and ODOT asphalt procedures training.
2. Consultant inspectors are required by the agreement to comply with the same health and safety requirements as ODOT personnel and are subject to compliance inspections by ODOT personnel.
3. The agreement requires the consultant to remove any employee that "does not perform the work in the proper manner". Upon identification of such performance the Contracts Manager shall so inform the consultant and request removal of the employee (and replacement at the option of the District).
4. Invoices shall be processed monthly in terms of the agreement. A separate field overhead rate may be required by the Federal Acquisition Regulations - questions should be directed to the Office of Contracts or the Office of Payroll and Project accounting, External Audit Section.

Right of Way Acquisition Agreements:

Procedures for Administration of Real Estate Acquisition Contracts

All real estate acquisition activities involving Federally assisted public improvement projects are subject to the requirements of Public Law 91-646, commonly known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (the Act). This law provides most procedural requirements of the Scope of Services for contracts involving real estate acquisition. A real estate acquisition contract can be divided into five work processes, including planning, appraisal, negotiation, relocation and property management. In addition to prequalification of firms for administration of real estate services, all individuals performing any of these services under a real estate acquisition contract must be prequalified by the department. The "Act" and this prequalification requirement are major elements in administration of real estate acquisition contracts, along with normal scope (number of parcels, etc.) and schedule considerations.

Other scope considerations are:

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1. The Department's policy to review and approve all appraisals prior to negotiation by the consultant.
 2. Appropriation cases which must be coordinated with the Attorney General's Office.
 3. "Certification" by the consultant that all necessary acquisition activities have been performed in compliance with the Act. Such certification means that all necessary rights-of-way for the improvement have been cleared or appropriation activities are proceeding, thus allowing the project to be authorized for construction.

In addition to normal administrative oversight such as invoice processing, scope review, schedule oversight, etc. as enumerated in Chapter 7, the Project Manager shall also:

1. At the project kickoff meeting, discuss prequalification requirements and staff commitment (refer additionally to the staff commitment section in Chapter 7).
2. Coordinate the Department's review of all appraisals prepared by the consultant.
3. Coordinate appropriation cases with the Attorney General's Office.
4. Review the "Certification" prepared by the consultant and forward to the Office of Project Coordination.

