

Approved:

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Responsible Office; Local Programs



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## **MUNICIPAL BRIDGE PROGRAM STANDARD PROCEDURE**

### **PROCEDURAL STATEMENT:**

The purpose of this procedure is to provide uniform and objective project application and selection criteria for the Municipal Bridge Program.

### **AUTHORITY:**

*Title 23, U.S.C., CFR-650  
TEA-21*

### **REFERENCE:**

Municipal Bridge Funding Policy (Policy No. 25-003(P))

### **SCOPE:**

This policy is applicable to all ODOT Districts, Divisions and Offices of the Department, along with Municipal Corporations.

### **BACKGROUND AND PURPOSE:**

The Municipal Bridge Program provides funds for replacement and rehabilitation of bridges within Municipalities. The original program provided funding on a by-request basis.

Currently there are approximately 1,300 bridges that have a Municipal owner and meet the Federal Definition of a bridge (length of at least 20'). These 1,300 bridges are both on and off of Federal-Aid Highways. Forty percent of these bridges are on Federal-Aid Highways and sixty

percent of them are off Federal-Aid Highways. A criteria based project selection process has been developed to focus on eliminating deficiencies (both on and off Federal-Aid Highways), while keeping within a financial plan that utilizes existing available resources.

This procedure's intent is to establish a criteria based project selection process that links funding of all projects to defined deficiencies. A partnership between the Municipality and ODOT will be established to assure the reliable delivery of projects.

Historically, the funding amount for this program has been approximately \$8,000,000 per year.

### **DEFINITIONS:**

Bridge: A structure including supports erected over a depression or an obstruction, such as water, highway, or railway, and having a passageway for carrying traffic and having an opening measured along the center of the roadway of more than 20 feet between undercopings of abutments or spring lines of arches, or extreme ends of openings for multiple boxes. It may also include multiple pipes, where the clear distance between openings is less than half of the smaller contiguous opening.

Federal-Aid Highways: Highways eligible for assistance under Title 23 U.S.C. except those functionally classified as local or rural minor collectors.

Municipal Corporations: Cities or villages as defined by Title 7 of the Ohio Revised Code.

### **PROCEDURE:**

This procedure establishes the application and selection criteria for the Municipal Bridge Program. Funds are available to Municipalities for bridge replacement or bridge rehabilitation projects (only bridges that carry vehicular traffic). A funding limit of \$2,500,000 per project has been set. ODOT will provide up to 80 percent of the eligible costs for construction only. The Municipality is responsible for the balance of the construction costs and also for all costs associated with preliminary engineering, environmental studies and documents, final design and right of way. The local match for construction is required to be cash. In-kind contributions cannot be accepted as part of the local share. The proposed project must be publicly-owned and on existing publicly-owned property. Additionally, the Municipality must demonstrate the ability and commitment to oversee the project to completion.

Scope of project and commitment dates are as agreed to by the Municipality, MPO if applicable and ODOT, when the project is programmed. These dates are the milestones for each phase of the project through award. The number and types of milestones differ as to whether a project is

sold and administered by ODOT or by the Municipality. ODOT reserves the right to move any project to the end of the selected project list or withdraw any funding if any commitment dates are missed by the Municipality.

Federal law requires that Federally-funded projects conform to the National Environmental Policy Act and the National Historic Preservation Act. To comply with these laws, projects must have an environmental review to assess and/or mitigate effects on social, economic, and environmental factors. Any property acquisition must conform to the Uniform Relocation Assistance and Real Property Acquisition Act, as amended.

Consultants and Contractors must be pre-qualified by ODOT for a particular category or specific work type.

#### I. Application Process

- A. The project solicitation process will begin January 1<sup>st</sup> of each year. This annual solicitation process will be for the last year of a rolling four year program (i.e. January 2003 solicitation will be for the FY 2007 program year). The applicant will complete an application (Attachment A) for funds and submit it to the Municipal Bridge Program Manager by March 1 of each calendar year. The application form will be made available through the district Planning offices and also will be posted on the Office of Local Projects' website. Along with the completed application, the following information shall be submitted:
  1. Project location map
  2. Photographs of project site
  3. Project scope and schedule
  4. Cost estimate that includes the sources of funding by phase and costs for the proposed project
  5. Project plans if developed.
- B. The application and submitted data will be verified and evaluated by a multi-disciplinary team comprised of central office, district and FHWA personnel. The Municipal Bridge Program Manager will score the applications.

- C. A selection committee of ODOT district and central office personnel, chaired by the Municipal Bridge Program Manager, will review and select the proposed projects based on merit and availability of Program funds. It should be emphasized that the ranking process does not require that the selection committee must fund projects in order of their ranking. The ranking is a means to help the committee generally prioritize and rank projects. Other factors ODOT determines to be relevant may be taken into consideration, such as, past project delivery performance, geographic distribution and available MPO funds.
- D. Once the projects have been selected, the Municipal Bridge Program Manager will notify the applicant of the results by June 1<sup>st</sup>.

II. Selection Process

MUNICIPAL BRIDGE PROGRAM SCORING CRITERIA

The following is the scoring system to prioritize the funding of replacement and major rehabilitation projects for “Municipally” owned bridges. The scoring criteria includes items currently utilized for traditional funding of bridge projects such as General Appraisal and Sufficiency Rating. Other categories are Economic Health and Regional Impact for a total maximum score of 100 points.

Category	Maximum Points	Weight Factor	Total Points
1. General Appraisal	10	3.5	35
2. Sufficiency Rating	10	2.5	25
3. Economic Health	10	1.5	15
4. Regional Impact	10	2.5	25
<b>Total Maximum Score =</b>			<b>100</b>

A description and explanation of the scoring criteria follows.

## 1. General Appraisal

General Appraisal (GA) is a composite measure of the major structural items of a bridge, such as beams, piers and abutments. It is based on the existing condition of the bridge as compared to its as-built condition. GA is rated from 0-9, with a rating of 5 or more being acceptable. The General Appraisal values are kept in the Bridge Inventory database maintained by ODOT.

General Appraisal	Points
1-2	10
3	9
4	8
5-9	0

Due to the significance of General Appraisal to the overall “health” and condition of the bridge, this category has a weight factor of 3.5 for a maximum total point value of **35**.

## 2. Sufficiency Rating

The Sufficiency Rating is calculated per the formula defined in FHWA’s *Recording and Coding Guide for the Structure Inventory and Appraisal of the Nation’s Bridges*. This Guide weighs structural adequacy, safety, serviceability and essentiality for public use.

This rating is indicative of a bridge’s sufficiency to remain in service. The point calculation is as follows:

$$\text{Points} = (100 - \text{Sufficiency Rating}) / 10$$

If the point calculation is less than 2.0, the points assigned will be 0.

Due to the significance of Sufficiency Rating to the safety and serviceability of the bridge and its overall importance to the system, this category has a weight factor of 2.5 for a maximum total point value of **25**.

## 3. Economic Health

This item recognizes that Ohio local governments are not equal in their financial wealth. To achieve some measure of equity among entities, the level of economic distress is evaluated based on the unemployment rate in the municipal corporation where the project sponsor is located (current rate posted on the Ohio Department of Development website). The Economic Health

factor awards points to local entities having an unemployment rate that is higher than the statewide rate.

Municipal Unemployment Rate in Relation to the Statewide Rate	Points
30.1% or greater than statewide rate	10
25.1% - 30% greater than statewide rate	8
20.1% - 25% greater than statewide rate	6
10.1% - 20% greater than statewide rate	4
0.1 - 10% greater than statewide rate	2
equal to or below statewide average	0

This category has a weight factor of 1.5 for a maximum total point value of **15**.

#### **4. Regional Impact**

This item accounts for the bridge's significance to the area and is based on the Average Daily Traffic (ADT). This category has a weight factor of 2.5 for a maximum total point value of **25**.

ADT	Points
30,000 or greater	10
20,000 to 29,999	8
10,000 to 19,999	6
5,000 - 9,999	4
2,000 to 4,999	2
0 to 1,999	0

#### **TRAINING:**

None required.

#### **FISCAL ANALYSIS:**

Implementation of this policy will have no additional fiscal impact to ODOT.