

Approved:

Standard Procedure No. 310-007(SP)

Effective: December 18, 2006

Responsible Office: Local Programs



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CREDIT BRIDGE PROGRAM STANDARD PROCEDURE

The Credit Bridge Program (CBP) permits counties and municipalities to replace or rehabilitate a bridge not on the Federal-aid system, and receive credit for up to 80 percent of the eligible construction costs to use, in turn, as the non-Federal share on a future Federal-aid bridge project. The purpose of this procedure is to provide uniform administrative procedures for the CBP.

REFERENCE:

Title 23, U.S.C. 144(n)

Credit Bridge Program Policy (Policy No. 25-007(P))

Ohio Revised Code 5543.20

Applicable State and Local Laws and Requirements

PROCEDURE STATEMENT:

I. ELIGIBILITY

- A. To be eligible for the CBP, a bridge must be located off the Federal-aid system (functionally classified "Local" or "Rural Minor Collector"); have a current inspection date as prescribed in state law; and meet the current eligibility criteria for Highway Bridge Replacement and Rehabilitation Program (HBRRP) funds as follows:
1. be on the state's annual National Bridge Inventory which are those with a bridge length greater than 20 feet, measured along the centerline of the roadway;
 2. have a sufficiency rating of less than 50 for replacement, or 80 or less for rehabilitation;
 3. have not been rehabbed/reconstructed or built/replaced within the past ten years; and
 4. be classified structurally deficient (SD) or functionally obsolete (FO).

- a. To be classified structurally deficient, a bridge must have a rating of 4 or less for deck, superstructure, substructure, or culvert; or a rating of 2 or less for structural evaluation or waterway adequacy.
 - b. To be classified as functionally obsolete, a bridge must have a rating of 3 or less for deck geometry, underclearance or approach roadway alignment; or 3 or less for structural evaluation or waterway adequacy.
 - c. Ratings must be in accordance with the Recording and Coding Guide for the Structure Inventory and Appraisal of the Nation's Bridges, Report Number FHWA-PD-96-001, commonly referred to as the Coding Guide.
- B. The proposed work must:
1. be determined to be noncontroversial (meaning that it has minimal environmental impacts, no impacts to sites on or eligible for the National Register of Historic Places, and no significant local opposition) by ODOT;
 2. be such that upon completion, and for the next ten years, the proposed bridge will not be expected to be deficient by Federal definition;
 3. be designed and constructed according to local written design standards, or ODOT's Location & Design Manual (L&D), the Ohio Bridge Design Manual, and the appropriate AASHTO publication;
 4. have a minimum bridge loading of not less than AASHTO HS20-44;
 5. include a load rating analysis; and
 6. meet the hydraulic design criteria contained in either the ODOT L&D and Ohio Bridge Design Manual, or local written design standards.
- C. Only 80 percent of eligible construction costs, including construction engineering and inspection, may qualify for credit. Eligible project costs include expenditures for work from abutment to abutment, minimal approach roadway work, and channel work necessitated by the improvement. Minimal approach roadway work is defined as work necessitated by the bridge replacement. Materials and Equipment Rental force account may be allowed if there is adequate supporting documentation that details the incorporation of the materials and the use of the equipment specific to the project. The following costs are ineligible for credit:

1. Expenditures for work beyond the bridge limits other than stated above;
2. Preliminary engineering and right of way;
3. Correction of roadway deficiencies; and
4. Labor during county or municipal force account work.

II. PROJECT SELECTION

- A. The project sponsor must notify the respective ODOT District in writing that it has a candidate bridge by using the Credit Bridge Request Letter (see Appendix 1) and attaching the completed Project Scope form (see Appendix 2) with a USGS or equivalent map showing project location.
- B. The ODOT District will schedule and conduct a field review of the candidate bridge with the appropriate District personnel and the project sponsor. The Federal Highway Administration (FHWA) Local Programs Engineer shall be invited but is not required to attend. The field review shall include:
 1. A basic determination of project eligibility;
 2. Agreement on acceptable design; and
 3. Identification of design exceptions. Design exceptions identified at the field review, or those occasionally that emerge during project development, must be formally submitted to the ODOT District Production Administrator for review and approval.
- C. After the field review, the ODOT District shall notify the project sponsor in writing (see Appendix 3) of the determinations made on items B.1 through B.3 above. Should the candidate bridge be determined to be eligible the letter must include the following statements:
 1. The project sponsor shall accept all liability and responsibility for the adherence to all applicable state and local laws and requirements. Award of credit shall be made after ODOT's final inspection, the submission of cost documentation, and approval by ODOT and FHWA, whose decision shall be final.
 2. Changes to the project are permitted as long as such changes are within the project scope. Changes outside the project scope must be reviewed and

approved by ODOT prior to taking any action. Any changes made without notifying ODOT may affect the project's eligibility for Credit Bridge.

- D. The ODOT Office of Local Projects shall be responsible for maintaining project documentation. The ODOT District shall submit to Local Projects a project package containing the following information to formally register the project:
 - 1. Copy of ODOT notification letter described above in II.C.;
 - 2. Scope Form with signatures; and
 - 3. USGS or equivalent map showing project location.
- E. The Office of Local Projects shall send a list of approved projects to the FHWA Local Programs Engineer on a quarterly basis.

III. PROJECT ADMINISTRATION

- A. The project sponsor is responsible for following all applicable state and local laws and requirements in designing and constructing the project which must be under the direction of an Ohio licensed professional engineer. ODOT is responsible for certifying that the project was carried out in accordance with all applicable standards.
- B. The method for construction shall be determined at the scope meeting.
- C. Plans, if applicable, must be stamped and signed by an Ohio licensed professional engineer.
- D. In order to obtain/maintain noncontroversial status, projects must adhere to the following conditions:
 - 1. The bridge cannot be listed on or be eligible for the National Register of Historic Places (NRHP) or included in a NRHP Historic District, and the project cannot impact any adjacent archeological sites on or eligible for the NRHP;
 - 2. No adjacent wetlands can be impacted by the project unless the appropriate permit is secured by the project sponsor;

3. No federal or state Wild or Scenic River involvement, Section 10 or Section 9 stream involvement without approval from the appropriate federal or state agency;
 4. The Clean Water Act permits must have been obtained, inclusive of any necessary temporary work;
 5. Flood plain coordination obtained prior to construction; and
 6. Channel work will be permitted; however, the project sponsor is responsible for obtaining the required permit prior to construction.
- E. All right-of-way acquisition activities shall be performed in accordance with Ohio Revised Code sections 163.01 through 163.22 and local laws. Relocations are prohibited.
- F. Sale and Construction
1. The competitive bidding process is required according to state and local laws. Labor force account is permitted according to state law if under statutory limits but is not eligible for credit.
 2. The project must be advertised and awarded according to state and local laws. It is recommended that Design-Build projects be advertised for at least six (6) consecutive weeks.
 3. The project sponsor shall let the contract, and be responsible for its administration and inspection of work during construction to assure conformance with projects plans and specifications.
 4. Post construction storm water Best Management Practices are required for projects disturbing an area greater than one acre, and must be followed during construction. Temporary erosion control measures must be taken.
- G. Final Inspection
1. Upon completion of the project, the project sponsor shall submit a request to the ODOT district for final inspection. The request must include:
 - a. A final Inspection Affidavit attesting that the bridge project was not controversial, was constructed in accordance with all

- applicable standards, and that the bridge is no longer “deficient” nor expected to become “deficient” within the next ten (10) years;
- b. All change orders covering extra bridge work;
 - c. As-built structure plans if the project was constructed as Design-Build;
 - d. The construction contract bid document or other verifiable evidence of the construction amount; and
 - e. An itemized statement of the eligible bridge construction and construction engineering/inspection costs.
2. Upon receipt of the request, the ODOT District Construction Engineer or designee shall schedule and conduct a project site visit within fourteen (14) working days. The project sponsor must be in attendance. The FHWA Local Programs Engineer shall be invited but is not required to attend.
 3. The review will be used to determine that the bridge has been constructed in accordance with all applicable standards. The ODOT District shall attest to this fact by completing and signing a Credit Bridge Final Inspection Report (see Appendix 4).
 4. Within 180 days of the final inspection, the project sponsor shall complete a Bridge Inventory & Appraisal Code Sheet (ODOT Form BR-87) and Bridge Inspection Report (ODOT Form BR-86), and submit the forms to ODOT’s Office of Structural Engineering.

IV. COST DOCUMENTATION & VALIDATION OF CREDIT

- A. To receive credit, the ODOT District must forward to the Office of Local Projects the items required for requesting a Final Inspection as listed above (III.G.1.a – e.), the Final Inspection Report, invoices with supporting documentation, and the Cost Certification signed by the County’s / Municipality’s Fiscal Agent and Engineer (see Appendix 5). The Office of Local Projects will review for package completion, and forward cost information to the Office of Payroll and Project Accounting.
- B. Upon receipt and review of the cost package, the Office of Payroll and Project Accounting will send a transmittal letter to FHWA clearly identifying the amount of the credit. Provisions will be made for the FHWA’s representative signature

and date of approval. FHWA will indicate approval by signing the transmittal letter and returning it to the Office of Payroll and Project Accounting.

- C. The Office of Payroll and Project Accounting will be responsible for maintaining an accounting of the credit balance for each county or municipality participating in the program which it shall make available on ODOT's Office of Finance website. The amount of the credit will be eighty percent (80%) of the total eligible expenditures rounded to the nearest dollar, and be in constant dollars.
- D. All bridge projects upon which credit is earned may be subject to a review/audit after completion to verify that applicable laws and requirements were adhered to. Noncompliance may result in loss of credit or Federal-aid funds.

V. USE OF CREDIT

- A. Credits will not be made available until the project upon which the credit was earned is completed, inventoried, inspected and the resulting data entered into the State's bridge inventory file.
- B. The approved credit may be used in lieu of matching funds on one or more bridge projects eligible under the HBRRP.
- C. The project sponsor must identify use of any credit prior to the execution of either the Local-let Agreement or final legislation, if the project will be let by ODOT. A mix of credit and non-federal matching funds is permitted. Should change orders or extra work cause the original estimate to increase to the point in which it exceeds the credit available, the project sponsor will be responsible for the differential.
- D. Credit may be transferred between project sponsors. This information must be submitted to and maintained by the Office of Payroll and Project Accounting.

TRAINING:

The Office of Local Projects will schedule sessions, as appropriate, to educate ODOT districts, counties and municipalities of the requirements of this program.

FISCAL ANALYSIS:

Implementation of this policy does not result in any additional funds, yet it may cause Federal funds to be spent faster since bridges where the credit is used would be funded at a pro rata greater than 80%. Therefore, fewer Federal-aid bridges would be funded.

Credit Bridge Request Letter

(To be written on project sponsor's letterhead)

[Date]

[Address to LPA Coordinator]

Re: Credit Bridge Candidate Project
SFN xxxxxxxx, Co-Rte-Sec

Dear :

Pursuant to ODOT Procedure No. 310-007(SP), (Sponsor name) intends to (insert "replace" or "rehabilitate") the above referenced structure and asks you to concur that the structure is eligible for ODOT's Credit Bridge Program. The following information applies to this structure:

1. The sufficiency rating is (insert "below 50 for replacement" or "80 or less for rehabilitation") and is classified as (insert "structurally deficient" or "functionally obsolete").
2. The proposed work is noncontroversial meaning that it has minimal environmental impacts, no impacts to sites on or eligible for the National Register of Historic Places, and no significant local opposition.
3. The structure has not been rehabbed/reconstructed or built/replaced within the past ten years and, upon completion, and for the next ten years, will not be expected to be deficient by Federal definition.
4. It will be designed and constructed according to (insert "local written design standards" or "ODOT's Location & Design Manual, the Ohio Bridge Design Manual, and the appropriate AASHTO publication"), however, the minimum bridge loading will be in compliance with AASHTO HS20-44.
5. The Ohio licensed professional engineer in charge for all phases from design through construction is (insert name), P.E.
6. Credit will only be requested for eligible construction and construction engineering and inspection costs.

We propose to (briefly describe project, including estimated cost and estimated beginning construction date). Attached is the completed scope form with a USGS or equivalent map showing project location. Please schedule the field review.

Respectfully,

(Name and Title)

Enclosure

CREDIT BRIDGE SCOPE FORM

Date: _____
Time: _____
Location: _____

1. PROJECT LOCATION ATTACH USGS MAP

To be completed by Project Sponsor

County _____ Route _____ Section _____
Structural File Number _____
Stream Crossing _____
Existing ADT _____ Design Year ADT _____

Proximity to good lunch location (PGLL) _____

2. INITIAL PROJECT ELIGIBILITY

To be completed by Project Sponsor

Functional Class: _____
Bridge Length: _____
Current Sufficiency Rating _____
Rehabbed/Replaced within last 10 years: Yes _____ No _____
If yes, explain _____
Bridge is classified as structurally deficient or FO: Yes _____ No _____
Is Bridge on NRHP: Yes _____ No _____

3. PROJECT DESCRIPTION OF WORK

To be completed by Project Sponsor; include statement of design standards to be used, estimated cost and estimated beginning of construction

4. PROPOSED STRUCTURE:

To be completed by Project Sponsor. Note: correction of roadway deficiencies is ineligible for credit.

Structure Type _____ Number of Spans _____
Number of Lanes on Structure _____ Lane Width _____
Bridge Roadway Width _____ Deck Width _____
Shoulder Width _____

Wearing Surface _____
 Guardrail (length and type): _____

Proposed Approach Work Length: _____
 Sidewalks Yes _____ No _____
 ADA Ramps required Yes _____ No _____

5. UTILITIES

| | Yes | No | Name of Company | Utilities on Bridge | Aerial Utilities | Buried Utilities |
|-----------------|-----|----|-----------------|---------------------|------------------|------------------|
| Phone | | | | | | |
| Cable | | | | | | |
| Power | | | | | | |
| Gas | | | | | | |
| Pipelines | | | | | | |
| Water | | | | | | |
| Sanitary Sewer | | | | | | |
| Storm Sewer | | | | | | |
| Other Utilities | | | | | | |

Utilities Requiring Relocation _____
 Comments: _____

6. CONSTRUCTION METHOD

| Method | Cost Estimate |
|----------------------------|---------------|
| Competitively Bid | _____ |
| Materials | _____ |
| Rental Equipment | _____ |
| Local | _____ |
| Total Cost Estimate | _____ |

7. RIGHT-OF-WAY
 (All right-of-way must be acquired in accordance with the Ohio Revised Code Sections 163.01-163.22 and local laws)

Right-of Way Required: Yes _____ No _____
 Relocations Yes _____ No _____

8. APPROVED PROPOSED STRUCTURE:
To be completed by ODOT/Project Sponsor following site visit

Structure Type _____ Number of Spans _____
Number of Lanes on Structure _____ Lane Width _____
Bridge Roadway Width _____ Deck Width O/O _____
Piers _____
Shoulder Width _____
Wearing Surface _____
Guardrail (length and type): _____

Approved Approach Work Length: _____
Approach Work to be completed by Local: _____
Utilities to be back on bridge: _____
Sidewalks Yes _____ No _____
ADA Ramps required Yes _____ No _____

9. DESIGN EXCEPTIONS

Design Exception Required: Yes _____ No _____
Identify Design Exception: _____
To Be Submitted By: _____

10. COMMENTS/COMMITMENTS:

11. CONCURRENCE LINES
The concurrence with this form indicates that the project will comply with the eligibility criteria per Section 1. A. and B. per Standard Operating Procedure No. 310-007(SP) (SOP). Changes to the scope of services must comply with SOP II. C. 2.

Project Sponsor _____
ODOT LPA Coordinator _____
ODOT District Environmental Coordinator _____
ODOT District Construction Monitor-Project _____

ODOT Response Letter

(To be written on ODOT District letterhead)

[Date]

[Address to Project Sponsor]

Re: Credit Bridge Candidate Project
SFN xxxxxxxx, Co-Rte-Sec

Dear _____ :

Your bridge, as referenced above, has been determined eligible for the Credit Bridge Program. Enclosed for your review and concurrence is the revised scope of services form. Following your review, if no additional modifications are needed, please sign the form and return the original signed form to me. The form serves as concurrence as to project scope, eligibility, design standard and any identified design exceptions. The signed scope of services and additional documents will be submitted to the Office of Local Projects for formal registry of the bridge in the credit bridge program.

The project and process must adhere to ODOT Standard Operating Procedure 310-007(SP). Changes to the project are permitted as long as such changes are within the project scope. Changes outside the project scope must be reviewed and approved by ODOT prior to taking any action. Any changes made without notifying ODOT may affect the project's eligibility for Credit Bridge. The project sponsor shall accept all liability and responsibility for the adherence to all applicable state and local laws and requirements. Award of credit shall be made after ODOT's final inspection, the submission of cost documentation, and approval by ODOT and FHWA, whose decision shall be final.

Upon completion of the project please submit a request to us for final inspection of the project to include:

- a. A final Inspection Affidavit attesting that the bridge project was not controversial, was constructed in accordance with all applicable standards, and that the bridge is no longer "deficient" nor expected to become "deficient within the next ten (10) years;
- b. All change orders covering extra bridge work;
- c. As-built structure plans if the project was constructed as Design-Build;
- d. The construction contract bid document or other verifiable evidence of the construction amount; and
- e. An itemized statement of the eligible construction engineering/inspection costs.

Following the receipt of the request, we shall arrange for the final inspection review at the project site and conduct a review within fourteen working days.

Respectfully,

(Name and Title)

Enclosure



**OHIO DEPARTMENT OF TRANSPORTATION
CREDIT BRIDGE PROGRAM
FINAL INSPECTION REPORT**

| | |
|---------------------|-----------------------------|
| SFN | County/Route/Section |
| Work Started | Work Completed |

Location and Description of Project inspected

Remarks/Exceptions

Final Inspection was made on _____ . We find the above Project was completed in general conformity with the approved plans and scope of the project, and certify that it was carried out in accordance with all applicable standards.

Physical Work Accepted on _____ by _____

FINAL INSPECTOR

c: District LPA Coordinator - Office of Local Projects

CREDIT BRIDGE PROGRAM COST CERTIFICATION

Project _____
 Sponsor: _____
 Address: _____

 Date: _____

Certifying to: **Ohio Department of Transportation**
Office of Local Projects
 Address: 1980 W. Broad Street, 2nd Floor
 Columbus, Ohio 43223

| Construction Dates | Description | Local Total | Credit Amount Requested |
|--------------------|-------------|-------------|-------------------------|
| | | | |

LOCAL FISCAL AGENT CERTIFICATION

I hereby certify:

- (1) that the attached supporting documentation was for this project;
- (2) that costs claimed for reimbursement are true costs incurred in executing the Credit Bridge Program in compliance with the rules and regulations governing participation as set forth by ODOT in the Credit Bridge Program;
- (3) that these costs are eligible, allowable, allocable, reasonable, necessary, consistent; and conform to all laws, regulations and sponsored agreements;
- (4) that these costs have not been nor will be requested for reimbursement from any other Federal or State source;
- (5) that these costs are not related to preliminary engineering, right of way, project administration, or any other unallowable activity.

 Signature

 Title

 Certification Date

LOCAL ENGINEER CERTIFICATION

I hereby certify:

- (1) that the attached supporting documentation was for this project;
- (2) that costs claimed for reimbursement are true costs incurred in executing the Credit Bridge Program in compliance with the rules and regulations governing participation as set forth by ODOT in the Credit Bridge Program;
- (3) that these costs are eligible, allowable, allocable, reasonable, necessary, consistent; and conform to all laws, regulations and sponsored agreements;
- (4) that these costs have not been nor will be requested for reimbursement from any other Federal or State source;
- (5) that these costs are not related to preliminary engineering, right of way, project administration, or any other unallowable activity; and
- (6) that the project was designed and constructed in accordance with agreed to standards.

 Signature

 Title

 Certification Date

STATE OF OHIO CERTIFICATION

I hereby certify:

- (1) that the cost certification has been reviewed for compliance with the Credit Bridge Program;
- (2) that the appropriate supporting documentation has been received to support costs claimed for credit.

 Signature

 Title

 Certification Date