

Scope of Services for NBI Bridge Inspection Services

The work to be completed by the Consultant under this agreement shall include detail work, services, materials, equipment, and supplies necessary to complete tasks noted in this Attachment to the agreement.

The Consultant will monitor and review updates to the Iowa Department of Transportation (DOT), Office of Local Systems, Instructional Memorandum 2.120, Bridge Inspections; and the National Bridge Inspection Standards (NBIS), 23 CFR 650 Subpart C. Updates requiring no additional effort on the part of the Consultant will be incorporated into the work by the Consultant. If the Consultant determines additional or decreased effort will be required to incorporate the update, the Consultant will notify the Bridge Owner. The Bridge Owner will provide written approval or disapproval for the Consultant to incorporate said update into the work. Updates so approved will be considered a change in scope and will follow procedures established elsewhere in this agreement for a change in scope.

The scope of services to be performed shall provide all services associated with the completion of National Bridge Inventory (NBI) inspection of [LPA's name]'s [number of bridges] in-service bridges for the years [calendar year] and [calendar year]. Inspections shall be completed in the month they are due and the NBI inspection and documentation finalized within 90 days of the inspection. If an inspection is not completed within the frequency required, the reason must be entered into the comments field in SIIMS on the Info Tab. The services will be completed by experienced engineers and staff who are Iowa DOT qualified as a Program Manager or Team Leader.

The following is the Program Manager who will be responsible for the bridge inspection: [Program Manager]

Upon receipt of the Notice of Acceptance and Notice to Proceed, the Consultant shall provide a Certificate of Insurance with a minimum level of liability coverage of \$1,000,000 per occurrence to include language naming [LPA's name] as an additional insured.

The scope of services to be performed by Consultant shall be completed in accordance with generally accepted standards of practice; the NBIS; I.M. 2.120, Bridge Inspection; and shall include the following tasks:

A. Bridge Inspection and Documentation Services:

1. Contact the Local Public Agency (LPA) to review and confirm any inventory changes and bridge maintenance information.
2. Complete NBI field inspections of the [number of bridges] vehicular bridges under the jurisdiction of [LPA's name] which require inspection during [calendar year] and [calendar year] as required per the NBIS and according to the guidance provided in I.M. 2.120, Bridge Inspection, Inspection Frequency.
3. Update the Iowa DOT Structural Inventory and Inspection Management System (SIIMS) with the results of the NBI inspection and documentation which shall include the following:
 - a. Creation of a new Inspection Report in SIIMS.
 - b. Completion of all applicable fields in each of the pertinent forms in SIIMS, which shall include input of descriptive field notes for each relevant element of the deck, superstructure, substructure, channel, or culvert.
 - c. Upload photographs of the bridge, including documentation of the road view, a side view, and any deficiencies.
 - d. Completion of the Load Rating Evaluation Form
 - (1) This service includes a review of existing load ratings to determine if the current in-service condition of the bridge is reflected in the current rating.
 - e. Submittal of the Inspection Report, for review, to the Program Manager.

4. Review and approve completed NBI inspections and documentation in the SIIMS database on the Iowa DOT website by a Program Manager.
5. Upon final approval of the Inspection Report, notify the owner of the following:
 - a. Finalization of the Inspection Report.
 - b. Any additional load rating or posting requirements.
 - c. Structures that require updated channel cross sections.
 - d. Structures that have had a change in the Scour Critical classification.
 - e. Any deficiencies, severity and extent, and other findings that would include replacement, major rehabilitation, or repair and maintenance.
 - f. Structures with changes in inspection frequency.

The bridge owner shall be notified immediately of any issues that may adversely affect the travelling public.

6. [Other specific RFP or LPA requests].

B. Bridge Load Rating Services:

1. When approved by the bridge owner, a new analysis will be completed for each structure whose current capacity is not sufficiently represented by the existing ratings. The analysis will be prepared in accordance with I.M. 2.120, Bridge Inspections, and will be certified by a Professional Engineer licensed in the State of Iowa.
2. The Load Rating Report will be a unique report created in SIIMS. The Load Rating Report will contain the calculations and documentation required by the current regulations and will only need to be performed with a change in condition of the bridge as indicated on the Load Rating Evaluation form.
3. [Other specific RFP or LPA requests].

C. Channel Cross-Section Data Collection

1. Collect and/or input into SIIMS the required channel cross-section for the [number of bridges] bridges over waterways under the jurisdiction of [LPA's name]. Update as required per I.M. 2.120, Bridge Inspections, Inspection Procedures – Records (23 CFR 650.313, d) section.
 - a. Input the data into the SIIMS Channel Profile Tab; OR,
 - b. Upload independent cross section data as a separate file in SIIMS.
2. [Other specific RFP or LPA requests].

D. Bridge Records

1. The following information is required to be included in SIIMS if applicable:
 - a. Scour:
 - (1) Bridge Scour Stability Worksheet - Level A Evaluation
 - (2) Intermediate Scour Assessment Flowchart - Level B Evaluation
 - (3) Scour Plan of Action (POA)
 - b. Unknown Foundations:
 - (1) Unknown Foundation Risk Assessment Worksheet - Level A Evaluation
 - (2) Unknown Foundation Assessment Flowchart - Level B Evaluation
 - (3) Unknown Foundation Risk Based POA
 - c. Critical Findings

- d. Sketches of Fracture Critical Members (FCM)
 - e. Special inspection equipment required
2. The following information is required to be included in SIIMS, when available according to I.M. 2.120 Bridge Inspection, Inspection Procedures-Records:
 - a. Design Plans
 - b. Repair Plans
 3. [Other specific RFP or LPA requests].

E. Special Bridge Inspections and Evaluations

1. [Other specific RFP or LPA requests].

F. Fees

The Consultant shall prepare invoices for finalized inspection reports in accordance with its standard invoicing practices and submit it to [LPA's name] on a [frequency] basis. [LPA's name] agrees to pay each invoice within 30 days of receipt of the invoice. Invoices not paid within 30 days will accrue interest on unpaid balances at a rate of 1.5% per month.

Fee for Item A:

1. Non-FCM bridges shall be [fee] per bridge for an estimated [number of non-FCM bridges] bridges for a total estimated fee of [total fee].
2. FCM bridges shall be [fee] per bridge for an estimated [number of FCM bridges] bridges for a total estimated fee of [total fee].
3. Bridges requiring underwater inspection shall be [fee] per bridge for an estimated [number of underwater inspections] bridges for a total estimated fee of [total fee].
4. Bridges requiring additional inspections due to reduced inspection frequency shall be [fee] per bridge for an estimated [number of bridges] bridges for a total estimated fee of [total fee].
5. Bridges requiring a Special (critical feature) inspection shall be [fee] per bridge for an estimated [number of bridges] bridges for a total estimated fee of [total fee].

Fee for Item B: [itemized by LPA or Consultant].

Fee for Item C: Collection and/or input of the Channel Cross-Sections shall be [fee] per bridge for an estimated [number of non-culvert bridges] bridges for a total estimated fee of [total fee].

Fee for Item D: Completion and/or input of the Bridge Record Data shall be [fee] per bridge for an estimated [number of bridges] bridges for a total estimated fee of [total fee].

Fee for Item E: [itemized by LPA or Consultant].

Reimbursable Expenses for specialty access equipment are estimated below:

Fees for equipment not identified below will not be considered as qualifying reimbursable expenses.

1. [Equipment] at [estimated fee/unit] for a total estimated fee of [total fee].
2. [Equipment] at [estimated fee/unit] for a total estimated fee of [total fee].
3. [Equipment] at [estimated fee/unit] for a total estimated fee of [total fee].