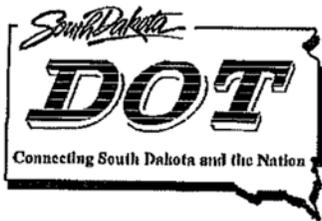


19-13



# Department of Transportation

Division of Planning & Engineering

Office of Local Government Assistance

700 East Broadway Avenue

Pierre, South Dakota 57501-2586

OFFICE: 605/773-3390

FAX: 605/773-4870

**TO:** BROOKINGS COUNTY HIGHWAY SUPERINTENDENT

**FROM:** Cody Axlund  
Bridge Inspection Engineer

**DATE:** March 5, 2019

**RE:** BRIDGE INSPECTIONS (2019)

Dear Superintendent:

Attached to this memorandum is the consultant selection resolution and a computer printout of the bridges in your County that are due to be inspected during the calendar year 2019. Please review it carefully and make any comments regarding a change in status of any structure that may have been or is scheduled to be **CLOSED, REMOVED, REPLACED WITH A NEW STRUCTURE, OR REPLACED WITH A PIPE** since the last inspection. These comments may be shown on the computer printout. Please return the resolution and your changes or comments to this office by **March 29th, 2019**. Your careful attention to this list will help reduce unnecessary inspection expenses.

The U.S. Federal Highway Administration requires the initial inspection of all bridges and the reinspection at intervals not to exceed two years (Title 23, Section 151, *United States Code* and Title 23, Part 650, Subpart C, *Code of Federal Regulations*) with the exception of reinforced concrete box culverts (RCBC) that meet specific criteria. These culverts are reinspected at intervals not to exceed four years. Any government jurisdiction failing to comply with the posting and reinspection requirements of the National Bridge Inspection Standards (NBIS) Program may lose its eligibility for Federal transportation dollars.

Most South Dakota Counties have done a commendable job in initiating and following through on bridge inspections and postings.

The NBIS Program requires all structures over 20 feet in length be inspected every two years (or four years for specific RCBC's) by a qualified inspector. To accomplish the inspections in your County during 2019, the following three approaches are open to you:

1. Hire a consulting engineer to inspect the bridges due for inspection and pay for these services utilizing 100% County funds;
2. Follow the prescribed South Dakota Department of Transportation (SDDOT) procedures for Consultant Selection of Engineering Services, hire the consultant of your choice and qualify for 80% Federal reimbursement participation in the cost of the inspections; or

3. Utilize one of the twenty-three (23) consulting firms listed on Attachment A that are under retainer contract with the SDDOT and pay 20% of the costs with County funds. The procedures to implement this step are detailed below.

Federal Bridge Replacement Funds can be utilized to hire qualified engineering firms to perform these inspections. However, Federal regulations define specific steps, including requests for proposals, evaluation committees, competitive negotiations, etc., which must be followed when using Federal funds. In an effort to assist Counties in securing Federal funds for bridge inspections, SDDOT has undertaken competitive negotiations with several consulting engineering firms. Twenty-three firms have been qualified to sign retainer agreements with SDDOT. Services performed under these retainer agreements are eligible for Federal participation.

If the County would like to utilize one of these firms under SDDOT retainer contracts, then the County should take the following steps:

1. The County should indicate the firm it wishes to employ in a resolution to SDDOT (copy attached) pledging to provide the local match required to obtain Federal Bridge Replacement funds.
2. SDDOT will initiate an agreement work order with the consulting engineering firm that you have selected for their execution. The consultant then forwards the original, fully executed, work order to you for your signature. You will forward the original, signed, work order to this office for signature. One copy will be returned to you, one copy is returned to the consultant, and the original is kept on file at SDDOT.

The work order indicates the location and types of structures to be inspected in your County. It also shows estimated travel, per diem, and other costs related to the inspection. The summation of all these costs will be the basis for the maximum limiting amount of the work order.

3. If the County does not concur with the work order, it can request SDDOT to contract with another firm under retainer.
4. SDDOT will then issue a *Notice to Proceed* to the consulting engineering firm with a copy sent to the County. SDDOT will bill the County for its local match as the consultant completes its unit work products.

Counties are under no obligation to use the twenty-three consulting engineering firms under SDDOT retainer agreements. Counties can still obtain Federal funds by conducting SDDOT approved competitive negotiations with other engineering firms or by using 100% County funds to pay for engineering services. SDDOT is offering these firms under retainer agreement to the Counties as a relatively quick way to get bridge inspections underway and still meet Federal requirements for competitive negotiations.

Please note that once again this year the consultants will be required to keep a ledger of their time and expenses for their inspection services. They will be reimbursed at a cost plus fixed fee rate for these services, similar to their reimbursement for design services. The flat rate per structure by structure type is no longer being used.

If you have any questions, please call me at (605) 773-3390.

**BRIDGE REINSPECTION  
PROGRAM RESOLUTION  
FOR USE WITH SDDOT RETAINER CONTRACTS**

**WHEREAS**, Title 23, Section 151, *United States Code* and Title 23, Part 650, Subpart C, *Code of Federal Regulations*, requires initial inspection of all bridges and reinspection at intervals not to exceed two years with the exception of reinforced concrete box culverts that meet specific criteria. These culverts are reinspected at intervals not to exceed four years.

**THEREFORE**, Brookings County is desirous of participating in the Bridge Inspection Program using Bridge Replacement funds.

The County requests SDDOT to hire Banner Associates, Inc. (Consulting Engineers) for the inspection work. SDDOT will secure federal approvals, make payments to the Consulting Engineer for inspection services rendered, and bill the County for 20% of the cost. The County will be responsible for the required 20% matching funds.

Dated this 26th day of March, 2019, at Brookings, South Dakota.  
(city)

Board of County Commissioners  
Of Brookings County

ATTEST:



Heidi Buech  
County Auditor

Michael G. G.  
Chairman of the Board

**ATTACHMENT A**

**2019 CONSULTING ENGINEERING FIRM SELECTION LIST  
FOR BRIDGE INSPECTIONS**

1. Aason Engineering Co., Inc. – Watertown, SD
2. AECOM Technical Services – Waterloo, IA
3. Banner Associates, Inc. – Brookings, Milbank, and Sioux Falls, SD
4. Brosz Engineering, Inc. – Pierre, Sioux Falls and Sturgis, SD; Bowman, ND
5. CH2M Hill – Englewood, CO
6. Civil Design, Inc. – Brookings, SD
7. Clark Engineering Corporation – Aberdeen, Pierre, Sioux Falls, and Watertown, SD
8. Collins Engineers, Inc – Chicago, IL
9. Fish & Associates – Middleton, WI
10. HDR, Inc. – Sioux Falls, Rapid City, SD
11. Houston Engineering – Sioux Falls, SD; Fargo, ND
12. Infrastructure Design Group, Inc. – Sioux Falls and Watertown, SD
13. Infrastructure Engineers, Inc. – Lakewood, CO; Omaha, NE
14. Interstate Engineering, Inc. – Pierre and Spearfish, SD; Wahpeton and Mandan, ND
15. Jacobs Engineering Group, Inc. – St. Louis, MO
16. Johnson Engineering Company – Yankton, SD
17. Kirkham, Michael & Associates, Inc. – Omaha, NE
18. KLJ – Rapid City, SD
19. Pierce & Harris Engineering Co. – Huron, SD
20. Short-Elliott-Hendrickson Incorporated – Sioux Falls, SD
21. Stantec Consulting Services Inc. – St. Paul, MN
22. Ulteig Engineers, Inc. – Sioux Falls, SD; Fargo, ND
23. Wiss, Janney, Elstner Associates, Inc. – Northbrook, Illinois