

## **NOTICE TO CONSULTANTS**

### **PE/PS REQUIREMENT & BRIDGE SAFETY INSPECTIONS AND UNDERWATER BRIDGE INSPECTION CHANGES**

Effective January 31, 2009, MDOT will require two licensed professionals (engineer or surveyor) for the following nine prequalification classifications:

- Road Construction Engineering
- Bridge Construction Engineering
- Capital Preventative Maintenance
- Project Development Studies
- Right-of-Way Surveys
- Road Design Surveys
- Structure Surveys
- Photogrammetric Surveys
- Hydraulic Surveys

Consultants that do not employ two licensed professionals meeting all of the requirements documented in the MDOT Consultant Prequalification Application Instructions, applicable to each individual prequalification category, by **January 31, 2009**, will have their prequalification for that classification revoked. MDOT requests that Consultants submit supporting documentation in the form of resumes and an updated key staff form for our internal review. If documentation is received by January 31, 2009, your company will maintain its prequalification in that category(s) until such time as a review by MDOT staff for compliance with the requirements is completed. Your company will be notified whether the outcome of this review results in an approved, denied, or provisional prequalification application.

Please note that MDOT posted this information on its Vendor/Consultant services website, under "Service prequalification changes as of April 1, 2007", presented this information at the 2007 MDOT/ACEC Partnering Conference, and contacted the affected vendors in writing earlier this year.

#### **BRIDGE SAFETY INSPECTION & UNDERWATER BRIDGE INSPECTION QUALITY CONTROL & QUALITY ASSURANCE REQUIREMENTS**

The National Bridge Inspection Standards were revised and made effective January 2005. One of the new requirements of the program was that quality control (QC) and quality assurance (QA) be performed to be in compliance with the program. The details for implementation of this requirement were left to the states with a couple of stipulations. These were: (i) there be a field review, (ii) refresher training, and (iii) independent review of the inspection reports and computations (23-CFR-650, §650.313(g)).

To meet these requirements, for QC, the following must be done as a minimum:

1. Each unit must have an independent review of 10% of the inspections done each year. If the unit has less than 10 NBI bridges in their network, they must have the QC performed every third inspection cycle.
2. The review must be done by a qualified team leader who did not do the inspection in that cycle.
3. The reviewer must check all paperwork required for the given structure inspection and confirm that the review has been satisfactorily completed by placing their name (signature) and date in the bridge file.
4. Field verification of the conditions stipulated on the report must be done for the files reviewed.
5. Each unit must maintain a Bridge Safety Inspection QC file with documentation related to activities and communication performed during the QC reviews.

To meet the requirements of the program for QA, MDOT will perform QA reviews of 10% of bridge owner units every year. The QA reviews performed by MDOT (or their consultant) will check QC procedures in each unit and review 5% of the total network for that unit.

The requirements above are the minimum necessary for a unit performing bridge safety inspection in accordance the NBI program. If QC finds systemic problems, errors, or omissions, additional QC efforts will be necessary. Such additional work might be re-inspection of all bridges done by individuals not meeting credential requirements of the NBIS, re-inspection of all structures with errors, or additional follow-up QC work to ensure an individual inspector has corrected procedures found to be wrong in previous inspections.

All consultants prequalified in Bridge Safety Inspections and/or Underwater Bridge Inspection are requested to provide MDOT with their QC procedures that meet the aforementioned requirements, a revised key staff form and resumes for the Qualified Team Leader and Project Manager no later than **March 15, 2009**. Prequalification will be revoked in the above mentioned classifications if the requested information is not received by March 15, 2009. . If documentation is received by March 15, 2009, your company will maintain its prequalification in that category(s) until such time as a review by MDOT staff for compliance with the requirements is completed. Your company will be notified whether the outcome of this review results in an approved, denied, or provisional prequalification application.

All information should be sent to: MDOT/ Contract Services Division, Attn: Amy Meldrum  
425 W. Ottawa  
Lansing, MI 49931