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MEMORANDUM

DATE: June 14, 2021

TO: Mike Behm, Director
Division of Planning and Engineering

FROM: Tammy Williams, Program Manager

SUBJECT: Transportation Commission Meeting – June 24, 2021
Items for Consideration

Consideration of 2022 Bridge Improvement Grant (BIG) Procedures and Five-Year County Highway and Bridge Improvement Plan Guide

Bridge Improvement Grant (BIG) Procedure

2022



South Dakota

Department of Transportation

Office of Local Government Assistance

6/24/21

Local Bridge Improvement Grant (BIG) Procedure

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Local Bridge Improvement Grant (BIG) Procedure

I. Objective:

In 2015, the South Dakota Legislature created the Bridge Improvement Grant (BIG) fund that provides \$7 million for local government bridges derived from an increase in license plate fees. In addition, the South Dakota Department of Transportation (SDDOT) adds \$8 million in state funds, for a total of \$15 million annually available in the bridge grant program. The objective of these procedures is to define how these BIG bridge funds will be recommended for award and administered. Funding for the BIG program is not intended to be used for expansion of infrastructure with creation of new routes on new alignments.

II. Definitions

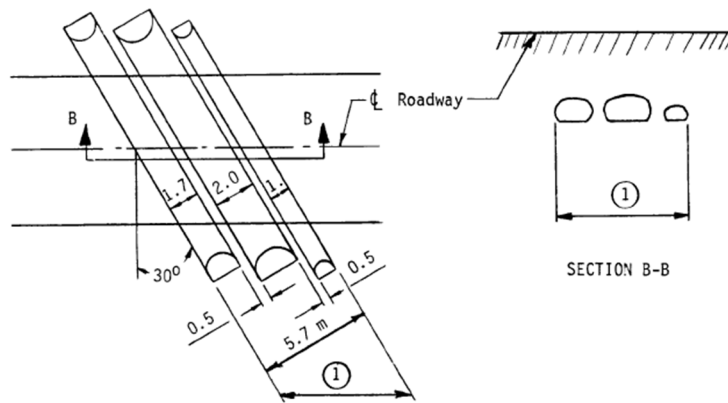
ADT - Value of average daily traffic on the bridge. This item will be based on the data in National Bridge Inventory Item 29.

Bid Review Ready – For preservation or rehabilitation/replacement projects, a project application is bid review ready if it contains final, internal consultant review and complete plans ready for DOT review (with scope complete as per Appendix B or C), including all necessary certifications (utility, right-of-way, and any others that are required), wetland mitigation proposals, and permits. If the project is to be let by Local Public Agency (LPA) instead of SDDOT, the application must also include an Engineer's Estimate, Bid Proposal, Specifications, and QA/QC Testing documents to be considered review ready.

Bridge - As defined in the National Bridge Inspection Standards (NBIS): A structure, including supports, erected over a depression or an obstruction, as water, highway, or railway, the structure having a length measured along the center of the roadway of more than twenty feet between undercopings of abutments or extreme ends of openings for multiple boxes and pipes where the clear distance between openings is less than half of the smaller contiguous opening. Refer to Figure II-1.

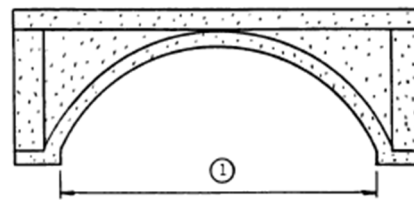
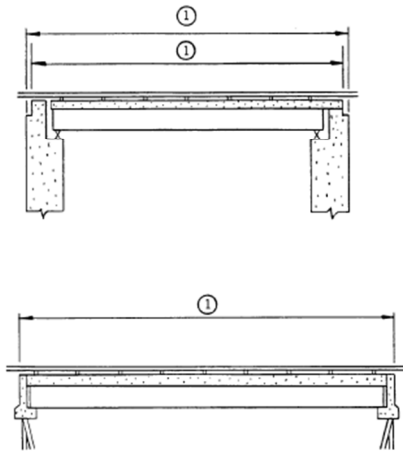
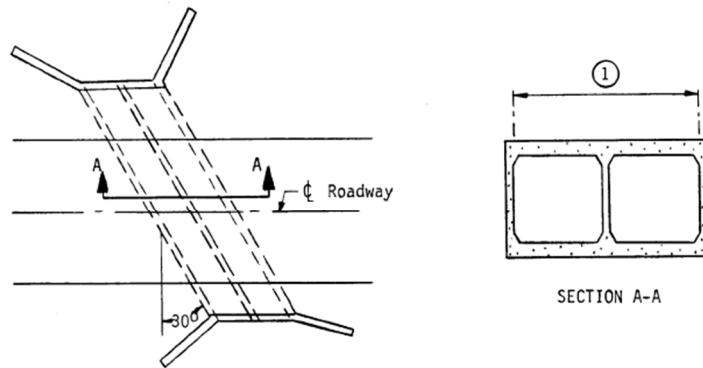
Local Bridge Improvement Grant (BIG) Procedure

Figure II-1



Multiple pipes may be considered a bridge if the distance between the pipes is less than half of the smallest opening and the structure length is greater than 6.1 meters (20 feet). In the above illustration, the structure length is recorded as 6.58 meters:

$$\text{Structure Length} = \frac{5.7 \text{ m}}{\cos 30^\circ} = 6.58 \text{ m}$$



(1) Item 49 - Structure Length

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Bridge Improvement Grant (BIG) – Grant available to LPA for preliminary engineering, bridge preservation, structure replacement or major rehabilitation.

Bridge Preservation – Actions or strategies that prevent, delay or reduce deterioration of bridges or bridge elements, restore the function of existing bridges, keep bridges in good or fair condition and extend their service life. Preservation actions may be cyclic or condition-driven.

Condition rating - The condition rating of a bridge as reported in the national bridge inventory.

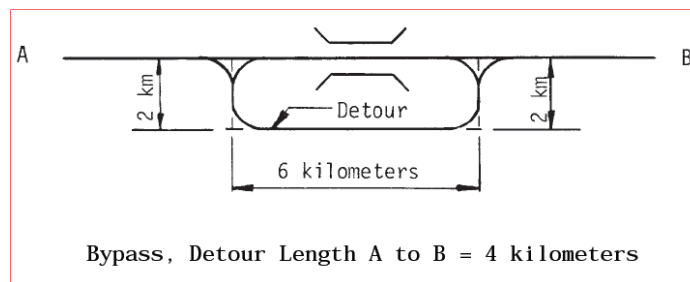
Construction Engineering – Administration, oversight, and testing of all construction activities by SDDOT or an engineer listed on the SDDOT retainer contract list for the Construction Administration work type. Construction Engineering costs are eligible for grant funds at 80% of actual costs, but are not included in the grant cap.

Culvert Condition – Condition rating of culvert. This rating will be based on the data in National Bridge Inventory item 62.

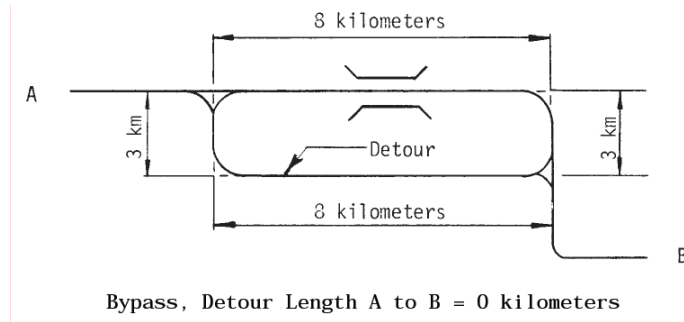
Deck Condition – Condition rating of the part of the structure that carries traffic. This rating will be based on the data in the NBI item 58.

Detour Length - Minimum additional length of travel required if the bridge in question was closed. Detour route shall be located on a full maintenance road and must allow passage of a legal weight, height, and width vehicle. The NBI detour length for an on-system bridge will be based on the location of the nearest on-system route that will allow the legal load to pass. For an off-system bridge, the detour length will be based on the nearest route that will allow passage for the legal load. NBI detour lengths are determined as impact to through traffic only (points A to B in Figure II-2). User impact will be based on actual length as reported in the NBI. If detour length in the NBI is listed as "99" (indicates greater than 100 miles, or is a dead end), further investigation by SDDOT is required to ensure that an appropriate detour length is used. Refer to Figure II-2 for examples:

Figure II-2



Local Bridge Improvement Grant (BIG) Procedure



DOT Format (Required on all Engineer's Cost Estimates) – Cost plus fixed fee (Maximum allowable fixed fee rates: Preliminary Engineering & Replacement Projects – 13%, Preservation & Rehabilitation Projects – 14%.)

Engineer's Cost Estimate – A cost estimate of all eligible items to be included with the BIG application. This amount as reviewed and approved by SDDOT will establish the maximum limiting amount of the grant that will be awarded. Non-eligible items need to be listed separately and not included in the grant amount but are included in the estimated total project costs shown on the application. Lump sum contingency is not eligible if shown as a line item.

Federal-aid System – A public highway eligible for assistance from the Federal Highway Administration other than a highway functionally classified as a local road or rural minor collector.

Full Maintenance Road – A road on the South Dakota Non- State Public Road Inventory that has not been designated as a Minimum Maintenance Road or a No Maintenance Road.

Fracture Critical – Fracture-critical members or member components (FCMs) are steel tension members or steel tension components of members whose failure would be expected to result in a partial or full collapse of the bridge. This designation is based on data in the NBI.

Local Public Agency (LPA) – Any local public agency authorized by statute to own, maintain, and govern the use of a bridge.

Minimum Maintenance Road – A road that has been lawfully designated by a board of county commissioners or a township board as a minimum maintenance road.

National Bridge Inventory (NBI) – A database, compiled by the Federal Highway Administration, with information on all bridges in the United States that have roads passing above or below. If LPAs finds inaccuracies or discrepancies with the data, they should work with their consulting engineer and SDDOT to correct the information recorded in the NBI.

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No Maintenance Road – A township or county road that has been lawfully designated by a township board or county commission as a no maintenance road.

Off-System - Public Roads, other than those on a Federal-aid System.

On-System - Public Roads, on a Federal-aid System. This designation will be based on data in NBI item 26.

PE-BIG – Grant available to perform preliminary engineering work, including but not limited to preservation/rehabilitation/replacement investigation studies, traffic data collection, surveys, bridge hydrologic/hydraulic (H/H) studies, including the type, location and size recommendation, and foundations investigation.

Posted – refers to a bridge that is signed for less than legal loads. This designation will be based on data in NBI item 70.

Preservation BIG– Grant for deck replacements, minor repair and preservation work that is within the financial limits set in Section III of this procedure. Examples are scour projects, fatigue retrofits, waterproofing joints, painting, safety upgrade rail/barrier, or deck treatments (such as concrete overlays, polymer overlays, asphalt & membrane overlays, and epoxy chip seals). The goal of a Preservation BIG is to preserve the structure elements and extend the service life of the structure.

Rehabilitation Projects – Major repair/rehabilitation work or combination of minor preservation work valued greater than financial limits to be classified as rehabilitation/replacement work as set in Section III of this procedure. Any superstructure (with exception of deck replacements) or substructure repair will be considered a major rehabilitation.

Replacement Projects – Total replacement of a bridge.

Scour Critical – A bridge with a foundation element that has been determined to be unstable for the observed or evaluated scour condition. This designation is based on NBI appraisal item 113 (Scour) having a value of 3 or less or having unknown foundations.

Substructure Condition – Condition rating of the part of the structure that supports the superstructure (piers, bents, abutments). This rating will be based on the data in the NBI item 60.

Superstructure Condition – Condition rating of the part of the structure that supports traffic (deck, slab, girders). This rating will be based on the data in the NBI item 59.

Wheel Tax – Imposition of a tax by County ordinance as authorized in South Dakota Codified Law Ch. 32-5A on vehicles with a gross vehicle weight of over 6000 pounds.

III. Funding Responsibilities

State Bridge Improvement Grant (BIG) Funds - Funding will be made available for eligible On and Off-System LPA bridges for preliminary engineering, preservation, rehabilitation, or replacement in accordance with state laws, administrative rules and this Procedure; the funds available for award will be recommended to the Transportation Commission by the SDDOT Director of Planning & Engineering prior to each award. Up to 80 percent of authorized work may be funded through the BIG fund. Requests for deviations from this Procedure will be made upon application and considered at the time of grant award.

Local Funding Responsibilities – The LPA will be responsible for a minimum of 20 percent of eligible costs. The LPA will be responsible for 100 percent of ineligible costs, including costs that exceed the grant amount. Right of Way costs, utility relocations, roadway surfacing, fencing, aesthetics, off-site environmental mitigation and monitoring costs, LPA staff wages and expenses, and any costs incurred prior to notice of award date will be considered ineligible. Final determination of eligible costs will be determined prior to any work being performed. SDDOT and the LPA must execute a grant project agreement before any grant funds will be disbursed.

Limiting Amounts – To be eligible to apply for a Preservation BIG, anticipated grant expenditures (including engineering) must meet or exceed \$30,000. To be eligible to apply for a BIG for rehabilitation or replacement projects, anticipated grant expenditures (including engineering) must meet or exceed \$100,000. Unless the grant applicant justifies otherwise prior to grant award, engineering hours for a PE-BIG should not exceed 451 hours for small drainage areas (unnamed tributaries/creeks), 601 hours for medium drainage areas (named non-navigable creeks and rivers) and 901 hours for large drainage areas (navigable rivers). In any consecutive three-year period, no LPA may be awarded more than \$4,000,000 in total BIG funds. The Director of Planning & Engineering may recommend that the Transportation Commission adjust the limiting amounts prior to each selection process. Refer to Table III-1.

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Table III-1

GRANT LIMITING AMOUNTS

	Grant Amount	Local Match	Total	Limits
PE-BIG	Up to 80% Approved Design Hours	No less than 20% Approved Design Hours	100% Approved Design Hours	<451 hours – small drainage areas (un-named tributaries/creeks) <601 hours – medium drainage areas (named creeks/rivers) <901 hours – large drainage areas (navigable rivers)
Preservation BIG	\$30,000	\$7,500	\$37,500	Minimum
Rehab/Repl. BIG	\$100,000	\$25,000	\$125,000	Minimum
	\$4,000,000	Maximum total BIG funds in a consecutive 3-year period		

IV. Screening Criteria

SDDOT will perform a preliminary screening of all bridges to determine if the bridges meet the minimum requirements of the BIG program. This preliminary screening does not guarantee eligibility or award. Any application that does not meet the minimum requirements will not be scored or ranked and will be recommended for rejection. SDDOT may verify accuracy of the data within the NBI for the qualified bridges. The SDDOT and LPA may correct any inaccuracies identified in the review of each BIG application.

Bridges owned by cities and towns are eligible for BIG funding. Bridges owned by private individuals, development groups, Federal Agencies, state agencies, or Tribes are not eligible.

To be eligible for a BIG, County owned bridges must be listed on the “Project Listing” in that County’s Highway and Bridge Improvement Plan as approved by SDDOT. The County must also have imposed a wheel tax.

The following screening criteria will be considered in the BIG award process:

A. All Projects:

1. **Bridge Function** – Bridge must serve multiple residences, farms, ranches or a multi-lot development. The bridge cannot be located on a “No Maintenance” or a “Minimum Maintenance Road”, and the roadway served by the bridge cannot terminate into a field entrance, a driveway, single residence, farm, or ranch.

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2. **NBIS (National Bridge Inspection Standards)** - LPA must be in full compliance with Federal and State inspection requirements including but not limited to posting of load restrictions.
3. **County Highway and Bridge Improvement Plan** – A county must have a SDDOT approved transportation plan and bridge must be in the County’s 5-year plan. (This requirement does not apply to cities and towns.)
4. **Wheel Tax** – A county in which the bridge is located must have an active wheel tax imposed on the residents of the county for vehicles with a gross vehicle weight of more than 6000 pounds.
5. **Bridge Status** – No bridge can be under contract or advertised for bid for any type of improvement at the time of the grant award.

B. PE-BIG

1. **Cost of Project** – Total costs, including engineering, fall within the requirements as established in Section III of this procedure.
2. **General Maintenance** – The LPA must show proof of general maintenance on the bridge, including a description of all work performed, a list of materials costs incurred, a statement regarding whether reoccurring maintenance items have appeared on inspection forms, and any other pertinent maintenance information.

C. Preservation BIG

1. **Cost of Project** – Total costs, including design, construction and construction engineering fall within the requirements, as established in Section III of this procedure.
2. **Extends Service Life** – Project is projected to extend the service life by at least 10 years.
3. **General Maintenance** – The LPA must show proof of general maintenance on the bridge, including a description of all work performed, a list of materials costs incurred, a statement regarding whether reoccurring maintenance items have appeared on inspection forms, and any other pertinent maintenance information.
4. **For Bridge Deck Overlays** – Bridge deck overlays will be considered based on criteria set out in Table IV-1 and the general criteria that follow the table.
5. **Bridge Deck Replacements** – Bridge deck replacements will be considered for

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Preservation BIG under this grant program. Deck replacements may be considered when the condition of the deck exceeds the criteria for successful overlays. Both substructure and superstructure must be in good or fair condition for consideration of a deck replacement with a Preservation BIG.

Table IV-1
General Criteria

#New Polymer Overlay	Structure Age	No restriction
	Deck Condition	Element Condition State 1 or 2** <5% Delamination***
New Concrete Overlay	Structure Age	< 50 years*
	Deck Condition	Element Condition State 1 or 2** < 10% Delamination***
	Deck Thickness	≥ 6.75" and >1" clear cover of resteel
Replacement Concrete Overlay (2 nd or 3 rd Overlays)	Overlay Age	20 or more years*
	Overlay Condition	Element Condition State 3 or 4**
	Substrate (Deck/Slab)	Element Condition State 1 or 2

Structures submitted for new Rigid Concrete Overlays must also be checked for impact on Load Capacity prior to applying for grant funds.

All overlay applications should include a delamination survey. Generally, polymer overlay projects should be limited to locations where the bridge is subject to chloride applications.

* Structure age is only a general guideline. Structures outside of these age parameters can be considered if they are in good condition or if joints can be eliminated (eliminate simple spans). **For replacement concrete overlays, overlay condition and substrate condition are the critical factors.**

** American Association of State Highway Transportation Officials (AASHTO) Element Condition States

*** Bridge deck delamination:

- If less than 5% delamination/spalls - Candidate for polymer chip seal
- If less than 10% and more than 5% - Candidate for a concrete overlay
- If greater than 10% - further evaluation of total bridge life, life cycle cost, etc.

New polymer overlays have also been used to seal badly cracked concrete overlays and new slabs/decks with epoxy coated resteel that have a significant cracking problem, too extensive for individual crack repair.

D. Rehabilitation and Replacement BIG

1. **Cost of project** – Total costs, including design, construction and construction engineering fall within the requirements, as established in Section III of this procedure.
2. **Bridge Condition and Alternatives** – Bridges must be classified in poor condition (NBI Condition Rating of 4 or less for Deck, Superstructure, Substructure, or Culvert) to be eligible for rehabilitation or replacement. All bridges must be evaluated for potential rehabilitation prior to any consideration for replacement. The condition, age, structure type, scour criticality, and potential preservation or rehabilitation alternatives shall be reviewed for each bridge. The feasibility of those alternatives and the economics of replacement versus rehabilitation shall be considered. Generally, when the rehabilitation costs are estimated at 60% or more of the replacement costs, then replacement may be justified. Existing bridge removal with a no-build is a viable option for this category.
3. **General Maintenance** – The LPA must show proof of general maintenance on the bridge, including a description of all work performed, a list of materials costs incurred, a statement regarding whether reoccurring maintenance items have appeared on inspection forms, and any other pertinent maintenance information.

V. Selection Process

The SDDOT will conduct the BIG selection process annually. PE-BIG applications are due August 1 of each calendar year. The Transportation Commission will consider these applications by October 30 of the same year. Pre-applications for Preservation grants, if submitted, are due by September 1 of each calendar year. Applications for Preservation, Rehabilitation and Replacement grants are due by January 2 of the following year and will be considered by the Transportation Commission by April 30 of that year.

A. Preliminary Engineering Bridge Improvement Grant (PE-BIG)

1. A bridge that meets Section IV criteria of this procedure may be eligible for a PE-BIG grant.
2. LPA will complete and submit application to SDDOT by August 1 each year for eligible bridge(s).

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3. SDDOT's recommendation of award of PE-BIG grants will be based on available funding and the scoring process as detailed in Section VI.

B. Preservation Bridge Improvement Grant (Preservation BIG)

1. For a Preservation BIG, LPA may submit a pre-application that details a bridge's preservation needs as determined by LPA's Bridge Inspection Engineer. Included in the pre-application are a draft application form, site map, and a one-page description of the proposed preservation treatment. Advantages of submitting a pre-application would be for collaboration on preservation recommendations for the project scope. An example would be proposing a deck seal treatment vs. a deck-overlay vs. a deck replacement.
2. The SDDOT will determine if a site visit is needed to review the proposed preservation treatment and recommend modifications.
3. LPA will complete and submit final application to SDDOT by January 2 of each year, for eligible bridges.
4. Applications should include all pertinent information including maps, photos, inspection reports, delamination surveys, and information relating to the preservation treatments being recommended so that adequate information is available for the ranking process. A detailed engineer's cost estimate showing design costs, construction costs, and construction engineering costs, shall also be included with the application.
5. SDDOT's recommendation of award of Preservation BIGs will be based on available funding, the scoring process as detailed in Section VI, and SDDOT's determination of project feasibility and constructability and whether the proposed project addresses structural deficiencies.

C. Bridge Improvement Grant (BIG) for Bridge Rehabilitation or Replacement

1. LPA will complete and submit application to SDDOT by January 2 of each year, for eligible bridge(s).
2. LPA's application must include the Type, Size, and Location (TS&L) report (see Appendix A), and a detailed engineer's cost estimate showing design costs, construction costs, and construction engineering costs.

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3. SDDOT will use current inventory condition reports at the time of final application review for the scoring process in Section VI.
4. SDDOT's recommendation of award of BIGs for rehabilitation or replacement will be based on available funding, the scoring process as detailed in Section VI, and SDDOT's determination of project feasibility and constructability and whether the proposed project addresses structural deficiencies.

VI. Scoring Criteria

A. Preliminary Engineering and Rehabilitation/Replacement Grants

SDDOT will use engineering judgment when applying the following scoring criteria to rank the competing qualified applications:

1. **Bridge Condition (50 points maximum)**

- a) **Posted** (28 points maximum) – See the definition of “Posted” in the definitions section. Points will be awarded in accordance with Table VI-1.

Table VI-1

Bridge Inventory Code	Relationship of Operating Rating to Maximum Legal Load	Ranking Points
5	NO POSTING REQUIRED	0
4	0.1 TO 9.9% BELOW	6
3	10.0 TO 19.9% BELOW	12
2	20.0 TO 29.9% BELOW	18
1	30.0 TO 39.9% BELOW	24
0	> 39.9% BELOW	28

- b) **Substructure Condition** (6 points maximum) – See the definition of “Substructure Condition” in the definitions section of this Procedure. Points will be awarded in accordance with Table VI-2.
- c) **Superstructure Condition** (6 points maximum) – See the definition of “Superstructure Condition” in the definitions section of this Procedure. Points will be awarded in accordance with Table VI-2.

Table VI-2

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NBI Condition Rating	Ranking Points
>5	0
5	1
4	2
3	3
2	4
1	5
0	6

- d) **Culvert Condition** (12 points maximum) – See the definition of “Culvert Condition” in the definitions section of this Procedure. Points will be awarded at two times the value as shown in Table VI-2.
 - e) **Fracture Critical** (5 points or zero points) – See the definition of “Fracture Critical” in the definitions section of this Procedure. Five points will be awarded if the structure is determined to be fracture critical.
 - f) **Scour Critical** (5 points or zero points) – See the definition of “Scour Critical” in the definitions section of this Procedure. Five points will be awarded if the structure is determined to be scour critical.
2. **User Impact** (20 points maximum) - User Impact will be a variable that measures impact on users of the bridge and will be calculated by multiplying the ADT for the bridge by the Detour Length. The points will be assigned based on the following formulas with the maximum value for user impact capped at 20 points:
- $$\text{User Impact (On-System)} = \text{ADT} \times \text{Detour Length (miles)} / 350$$
- $$\text{User Impact (Off-System)} = \text{ADT} \times \text{Detour Length (miles)} / 100$$
3. **Local Planning** (30 points maximum for counties/ 20 points for cities)
- a) **Wheel Tax** (10 points maximum) – See the definition of “Wheel Tax” in the definitions section of this Procedure. Points will be awarded to counties in accordance with Table VI-3, based on imposition of a wheel tax on vehicles with a gross vehicle weight of 6,000 pounds or greater. This section does not apply to cities.

Table VI-3

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Assessment / Wheel	Points
\$5	10
\$4-\$4.99	Actual \$ Amount x 2
\$3-\$3.99	Actual \$ Amount x 2
\$2-2.99	Actual \$ Amount x 2
\$1-1.99	Actual \$ Amount x 2
\$0-\$0.99	0

- b) **Bid Review Ready (10 points or zero points)** – See the definition of “ Bid Review Ready” in the definitions section of this Procedure. For rehabilitation or replacement projects, 10 points will be awarded if the project is Bid Review Ready.
- c) **LPA Financial Commitment (10 points maximum)** – For any LPA cost share beyond the required 20%, additional points will be awarded as shown in Table VI-4.

Table VI-4

BIG Share (%)	LPA Share (%)	Points
80	20	0.00
79	21	0.33
78	22	0.67
77	23	1.00
76	24	1.33
75	25	1.67
74	26	2.00
73	27	2.33
72	28	2.67
71	29	3.00
70	30	3.33
69	31	3.67
68	32	4.00
67	33	4.33
66	34	4.67
65	35	5.00
64	36	5.33
63	37	5.67
62	38	6.00
61	39	6.33

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60	40	6.67
59	41	7.00
58	42	7.33
57	43	7.67
56	44	8.00
55	45	8.33
54	46	8.67
53	47	9.00
52	48	9.33
51	49	9.67
50 or less	50 or more	10.00

4. **City Scoring** (90 points maximum)– City points will be prorated to a 100-point system to align with other LPA projects.

B. Preservation Grants

SDDOT will use engineering judgment when applying the following Scoring Criteria to rank the competing qualified applications:

1. **User Impact (5 points maximum)** - User Impact is a variable that measures the impact on the users of the bridge and will be calculated by multiplying the ADT by the Detour Length. Points will be awarded based on application of the following formulas, with the maximum value for user impact capped at 5 points:

$$\text{User Impact (On-System)} = \text{ADT} \times \text{Detour Length (miles)} / 1400$$

$$\text{User Impact (Off-System)} = \text{ADT} \times \text{Detour Length (miles)} / 400$$
2. **Cost Ratio (10 points maximum)** – If the total estimated cost of bridge preservation is 60% or more of the total estimated cost of bridge replacement, then 0 points will be awarded. One point will be awarded for every 5% increment below 60%, with a maximum of 10 points awarded.
3. **Wheel Tax (10 points maximum)** – Points will be awarded to counties in accordance with Table VI-3. This section does not apply to cities.
4. **LPA Financial Commitment (10 points maximum)** – For any LPA cost share beyond the required 20%, additional points will be awarded as shown in Table VI-4.
5. **Load Rating (zero, 5, or 10 points)** – If the proposed preservation work is not likely to

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have an impact to the load rating or will have a negative impact, then 0 points will be awarded. If the proposed preservation work is likely to improve but not eliminate the load rating, then 5 points will be awarded. If the proposed work is likely to remove an existing load restriction, then 10 points will be awarded.

- 6. Scour (5 points or zero points)** – If the proposed work addresses scour, 5 points will be awarded.
- 7. Substructure Condition (5 points or zero points)** – If the proposed work is likely to improve the substructure condition, then 5 points will be awarded.
- 8. Superstructure Condition (5 points or zero points)** – If the proposed work is likely to improve the superstructure condition, then 5 points will be awarded.
- 9. Culvert Condition (10 points or zero points)** – If the proposed work is likely to improve the condition of a culvert, then 10 points will be awarded.
- 10. Service Life (20 points or zero points)** – If the proposed work is likely to extend the service life of the structure by more than 10 years, then 20 points will be awarded.
- 11. Quality of Project (20 points maximum)** – Up to 20 points may be awarded if the proposed preservation work is an appropriate and effective treatment for the bridge. Consideration will be given to a low sufficiency rating, if the structure is Fracture Critical, if general maintenance has been done on the structure, and overall constructability of the project.
- 12. City Scoring (90 points maximum)**– Points for cities will be prorated to a 100-point system to align with other LPA projects.

VII. Project Development Requirements Following Grant Award

After receiving a grant award, LPA and SDDOT will enter into a grant agreement. LPA will select a professional engineering firm from the current SDDOT consultant retainer list for the applicable category of work. In acquiring any necessary real property interests for the bridge project, the LPA will follow the same requirements that apply to LPA projects that are financed with Federal-aid. The LPA will coordinate any utility notification and relocation. The LPA will also be responsible for any coordination regarding FEMA floodplain impacts. The SDDOT will review all project plans and the project will not be advertised for bids until LPA receives

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SDDOT's letting authorization.

Unless the LPA and SDDOT agree otherwise in writing, the following responsibilities will be undertaken by the LPA and SDDOT after grant award:

A. For Preliminary Engineering Studies

1. The LPA will:

- a) Select a professional engineer from SDDOT Consultant Retainer List for Local Government or State Bridge Design;
- b) Participate in all planning, scoping, and inspection meetings; and
- c) Review and comment on TS&L Report.

2. The SDDOT will:

- a) Hire the LPA selected consulting firm for preliminary engineering;
- b) Invite LPA to all planning, scoping, and inspection meetings;
- c) Submit draft TS&L to LPA for review and comment;
- d) Prepare the final TS&L Report; and
- e) Conduct the foundation investigation and provide recommendations.

B. For All Bridge Preservation Treatments

1. The LPA will:

- a) Select and hire a professional engineer from SDDOT Consultant Retainer Lists for Local Government or State Bridge Design. Any geotechnical sub-consultants must also be on the SDDOT Consultant Retainer List for Geotechnical Services;
- b) Obtain and submit to SDDOT for comment all bid documents, plans, design calculations, independent check design calculations, hydraulics/hydrology reports, geotechnical/foundation reports, scour analyses reports, load rating and analyses reports for the bridge inspection file (emergency vehicles (where applicable), 3 South Dakota trucks & 4 special haul vehicles (SU4-7) and notional rating load), and specifications sealed and signed by a professional engineer licensed in the State of South Dakota;
- c) Coordinate environmental clearance with U.S. Army Corps of Engineers (USACE), if

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- applicable;
- d) Obtain all necessary permits (such as USACE 404, DOT, Federal Lands, BIA, Tribal, Municipal);
 - e) Ensure incorporation of construction engineering and testing requirements in the bid documents;
 - f) After receipt of SDDOT letting authorization, advertise the project for bids and conduct bid letting;
 - g) Obtain SDDOT concurrence in the proposed bid award;
 - h) Enter into a construction contract and send a copy to SDDOT;
 - i) Issue the contractor a Notice to Proceed and send a copy to SDDOT;
 - j) Unless construction engineering (CE) is to be done by SDDOT, select a construction engineer and send a copy of the draft agreement for construction engineering services to SDDOT prior to execution;
 - k) Unless CE is to be done by SDDOT, enter into an agreement for CE services after addressing all SDDOT comments to the satisfaction of SDDOT;
 - l) Pay construction contractor and consultants in accordance with their contracts with LPA;
 - m) Request reimbursement from SDDOT for eligible expenses based on certified pay application forms; and
 - n) Provide SDDOT as-built plans, construction change orders, and notification of completion of project.
 - o) Address in writing, to the satisfaction of SDDOT, all SDDOT review comments;
2. The SDDOT will:
- a) Conduct an initial environmental review and provide information and input to the LPA;
 - b) Prior to advertisement for bids, review and offer comments on plans, applicable design calculations, independent design calculation checks, scour analyses, load rating and analyses for the bridge inspection file [emergency vehicles (where applicable), 3 South Dakota trucks & 4 special haul vehicles (SU4-7) and notional rating load], specifications, costs estimates, and bid documents as applicable to the project;

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- c) Review and offer comments on negotiated construction engineering agreement prior to execution by the engineering consultant and the LPA;
- d) Review and offer comments on the quality assurance and testing plan for construction testing and inspection;
- e) Reimburse LPA for eligible expenses in accordance with the terms and conditions of the grant agreement; and
- f) Conduct a final inspection.

C. For Off-System Bridge Rehabilitation/Replacements & On-System Bid Review Ready Rehabilitation/Replacements

1. The LPA will:

- a) Select and hire a professional engineer from the SDDOT Consultant Retainer List for Local Government or State Bridge Design; any Geotechnical sub-consultants must also be on the SDDOT Consultant Retainer List for Geotechnical Services.
- b) Provide ROW acquisition and ROW certification to SDDOT;
- c) Provide any required utility notification, relocation, and utility certification to SDDOT;
- d) Coordinate with FEMA for any necessary FEMA floodplain map revisions;
- e) Provide any needed wetland mitigation needed for the project;
- f) Obtain all necessary permits (such as USACE 404, DOT, Federal Lands, BIA, Tribal, Municipal);
- g) Comply with terms as established in the SDDOT Consultant Retainer Contract;
- h) Address in writing, to the satisfaction of SDDOT, all SDDOT review comments;
- i) Obtain and submit to SDDOT for comment all bid documents, plans, design calculations, independent check design calculations, hydraulics/hydrology reports, geotechnical/foundation reports, foundation investigation and recommendations, scour analyses reports, load rating and analyses for the bridge inspection file (emergency vehicles (where applicable), 3 South Dakota trucks & 4 special haul vehicles (SU4-7) and notional rating load), and specifications sealed and signed by a professional engineer licensed in the State of South Dakota;
- j) After receipt of SDDOT letting authorization, advertise the project for bids, and conduct bid letting;

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- k) Obtain SDDOT concurrence in the bid;
 - l) Enter into a construction contract;
 - m) Issue the contractor a Notice to Proceed;
 - n) Select a construction engineer and send a copy of the draft agreement for construction engineering services to SDDOT prior to execution;
 - o) Enter into an agreement for CE services after addressing all SDDOT comments to the satisfaction of SDDOT;
 - p) Pay contractor and consultants in accordance with their contracts with LPA;
 - q) Request reimbursement from SDDOT for eligible expenses based on certified pay application forms; and
 - r) Provide SDDOT with construction change orders, copies of tests and certifications, and notification of completion of project.
- 2. The SDDOT will:**
- a) Review and offer comments on structure sheets that show the general drawing, plan/profile and scour measures;
 - b) Review and offer comments on plans, design calculations, independent design calculation checks, scour analyses, load rating and analyses for the bridge inspection file [emergency vehicles (where applicable), 3 South Dakota trucks & 4 special haul vehicles (SU4-7) and notional rating load], specifications, costs estimates, and bid documents as applicable to the project;
 - c) Concur in bid award, if SDDOT deems it appropriate to do so;
 - d) Review and offer comments on negotiated construction engineering agreement prior to execution by consultant and LPA;
 - e) Reimburse LPA for eligible expenses in accordance with the terms and conditions of the grant agreement;
 - f) Review and offer comments on quality assurance and testing plan for construction testing and inspection, and
 - g) Conduct a final inspection.

D. For On-System Bridge Rehabilitation/Replacements

1. The LPA will:

- a) Select a professional engineer from SDDOT Consultant Retainer List for Local Government or State Bridge Design. Any geotechnical sub-consultants must also be on the SDDOT Consultant Retainer List for Geotechnical Services;
- b) Provide ROW acquisition and ROW certification to SDDOT;
- c) Provide any required utility notification, relocation, and utility certification to SDDOT;
- d) Coordinate with FEMA for any necessary FEMA floodplain map revisions;
- e) Provide any necessary environmental mitigation needed for the project;
- f) Review and offer comments on plans; and
- g) Reimburse SDDOT for the LPA's share of project costs.

2. The SDDOT will:

- a) Hire the consulting firm selected by the LPA for design engineering;
- b) Conduct environmental clearance with all coordinating agencies;
- c) Conduct the foundation investigation, for projects that did not include this work in the preliminary engineering;
- d) Obtain all necessary permits (such as COE 404, DOT, Federal Lands, BIA, Tribal, Municipal);
- e) Advertise the project for bids, and conduct bid letting;
- f) Enter into a construction contract;
- g) Issue the contractor a Notice to Proceed;
- h) Perform construction engineering services;
- i) Bill the LPA for the LPA's share of project costs; and
- j) Notify LPA of completion of work.

VIII. Reimbursement Process

For BIG funding for Preliminary Engineering Grants and On-System Major Rehabilitation/Replacement Projects, SDDOT will bill the LPA for its cost share monthly or

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quarterly, depending on the volume of work being performed. The LPA cost share will be 20%, unless a different percentage is approved by the Transportation Commission. Eligible costs include SDDOT staff time for construction engineering, which will be deducted from BIG reimbursements or billed to the LPA. SDDOT staff time for all preliminary engineering activities would not be included in the grant amount and the required 20% match to the BIG Funds will be paid by SDDOT.

For Preservation Projects, Off-System Major Rehabilitation/Replacement Projects, and Bid Review Ready Projects, the LPA shall provide a copy of engineering firm and contractor pay estimates along with weekly progress reports. Submittals must be received on a quarterly basis at a minimum but may be submitted more frequently. The SDDOT will reimburse the LPA for the BIG share of the pay estimates for eligible items, up to the capped amount, if applicable. The BIG share will be 80%, unless a different percentage is approved by the Transportation Commission. All Construction Change Orders will need to be submitted to SDDOT for review and approval. Eligible costs include SDDOT staff time for construction engineering, which will be deducted from BIG reimbursements or billed to the LPA. SDDOT staff time for all preliminary engineering activities would not be included in the grant amount and the required 20% match to the BIG Funds will be paid by SDDOT.

IX. Sign

Each BIG grant bridge project will be signed with signs as shown in Appendices. The cost of furnishing and installing the signs is a project expense that may be eligible for BIG reimbursement.

X. Application Submittal

Applications must be submitted to the SDDOT's sftp site or e-mailed to Wade Dahl at wade.dahl@state.sd.us unless a different e-mail address is designated by SDDOT. If applications are deposited on the state sftp site, e-mail notification must be sent to Wade Dahl. Any requests for deviations from the Procedures must be submitted in writing prior to application deadlines.

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Applications for PE grants are due by August 1 of each year. Applications for Preservation, Rehabilitation, and Replacement Grants are due January 2 of each year. Pre-applications for Preservation grants, if submitted, are due by September 1 of each year.

Multiple grant application submittals must be separated into individual pdf files with a limit of one bridge per application.

XI. Grant Management

The SDDOT Local Government Engineer is responsible for managing the program and making decisions not specifically addressed in this procedure.

**Appendix A – Survey and Hydraulic Work Order Requirements,
Type, Size, and Location (TS&L) Report, Foundation Investigation
(Bridges) or Undercut Recommendation (Boxes/Pipe)**

Examples Include (Pages A21-A34):

**Preliminary Hydraulic Data Sheet
Plan/Profile Sketches and Gradelines
Drainage Data Sheet and Contour Map
Photo Documentation and Record Search**

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Bridge Improvement Grant Work Order Requirements for Survey and Hydraulics

SCOPE OF SERVICES TEMPLATE – Survey & Hydraulics

1. **Field survey for completion of the Drainage Data Sheet and Contour Map.** The information required for placement on these sheets is listed below. An example is attached containing the required information.
 - Stationing from south to north or west to east.
 - Beginning and ending stations of the current structure.
 - Proposed and inplace gradelines.
 - Stream profile. (Including a table of stations and elevations for each shot taken.)
 - Sea level datum is required. Stations, elevations, and offsets from and descriptions of permanent objects will be required for project benchmarks. (The High Accuracy Reference Network (HARN) map and the County Bench Mark map for the State of South Dakota can be found at the SDDOT website path – [Doing Business / Engineering Design Services / Surveyors](#))
 - Include an electronic file containing the plan/profile of the inplace gradeline at the structure.
 - Landowners with their addresses, phone numbers, and location of property.
 - Utilities with their addresses, phone numbers, and locations along the project.

2. **Field survey as necessary for preparation of construction plans.** Required information is listed below.
 - Establishment of transit points, land ties and benchmarks as well as cross sections and topography. (Stations, elevations, and offsets from permanent objects will be required for project benchmarks.)
 - Project limits as established by consultation with the County Highway Superintendent.
 - Additional legal survey as required for preparation of right-of-way plats.
 - The geometrics of horizontal and vertical alignment in accordance with the Local Roads Plan design standards.
 - Survey notes are to be retained on file with the Consultant for subsequent use in the preparation of construction plans and are to be available to the County upon request.

It is anticipated that this item will permit the issuance of a separate work order (after the Type, Size and Location (TS&L) Inspection) for the development of construction plans with no further survey needed.

3. **Photo Documentation and Record Search of the Structure as defined in [Attachment #2](#).**

4. **Preliminary Hydraulic Data Sheet, Plan/Profile Sketches (Preliminary Hydraulic Layouts) and gradelines, Electronic Copy of Hydraulic Model, Draft Hydraulic Design Report in accordance with the newest version of the South Dakota Drainage Manual, and cost estimates for existing and all proposed structure alternatives. (More than one feasible alternative is required. This includes options on different alignments if applicable. The options need to be acceptable to the owner's future needs and maintenance capabilities.)** The newest version of the South Dakota Drainage Manual is available at the SDDOT website: [Doing Business / Engineering Design Services / Manuals](#) . Guidance and examples can be found in Chapter 6 of the manual. **The current preliminary hydraulic data sheet to be used can be found in the folder “0 LGA General Info and Docs” located on the LGA SFTP site.** Directions for filling out the form can be found at the same location. All items will be submitted to the Local Government Assistance Office for distribution to SDDOT personnel for review for compliance with minimum required State and Federal standards. Necessary revisions shall be provided in writing by the SDDOT and shall be forwarded to the Consultant by the Local Government Assistance (LGA) Office. Necessary revisions shall be completed by the consultant and the Revised Draft Hydraulic Design Report submitted within 2 weeks of receipt of revisions from LGA. The Consultant is wholly

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responsible for the accuracy of the design calculations and the independent check design calculations.

Note for Box Culverts/Pipe Options and Plans: The Corps now requires all culverts/pipe where aquatic organism transport is present to have a flow line sunk 1'. If a box/pipe is included in the options, it should be clearly noted that the flowline has been sunk to the required 1'. If the selected structure is a box culvert or pipe, project plans and the final hydraulic data sheet should show that the box or pipe has been sunk to the required 1'.

5. **Conduct TS&L inspection, assistance in the selection of the type, size and location of the replacement structure, and preparation of TS&L summary letter (See [Examples #1 & #2 following the attachments](#)).** The county or city (owner) shall be in attendance and advance notice given the Local Government Assistance Office so if time allows, a staff member can attend.
6. **Report of Foundation Investigation.** Conduct field investigation and provide design recommendations according to AASHTO LRFD Bridge Design Specifications Section 10. Report shall include boring information, lab results, and design recommendations. See [Examples #3 and #4, following the attachments](#), for reports that are typically developed by SDDOT Geotechnical Engineering Activity.
7. **Obtain Traffic Data.** Conduct field study to obtain 24 hour traffic volumes for existing structure. Data shall be gathered using a mechanical or electronic device. Study shall be conducted on a typical weekday (Tuesday-Thursday) from midnight to midnight. Report of traffic data shall include structure number, counter brand, serial number, date collected, and total volume.
8. **For Structure Chosen at TS&L: Final Hydraulic Design Report, Final Hydraulic Data Sheet (use the current data sheet found in the folder "0 LGA General Info and Docs" located on the LGA SFTP site,) HEC RAS model with existing and proposed conditions, and if the structure selected is a bridge, Scour Memo summarizing hydraulic scour calculation, Scour Calculation, and Berm Slope Protection Recommendations (if applicable.)**

Please refer to the checklist in [Attachment #1](#) for the TS&L Packet of items that shall be submitted to the Local Government Assistance Office.

[Attachment #3](#) contains applicable excerpts from the Current SDDOT Consultant Retainer, DOT-900 AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES.

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Attachment #1 Bridge Improvement Grant Checklist for Survey and Hydraulics Work Order TS&L Packet

These items must be submitted to DOT/Local Government Assistance.
If any of these items are missing, the full packet will be returned for completion and resubmission to this office.

Project Number _____ County _____ PCN _____

- Survey Sheets and Contour Map including the following information:**
 - Stationing from south to north or west to east
 - Beginning and ending stations of the existing structure
 - Beginning and ending stations of proposed structures
 - Proposed and existing gradelines
 - Stream profile and cross sections (Downstream to upstream direction including a table showing stations and elevations for each shot taken)
 - Elevation and location of buildings and other structures
 - Survey information using sea level datum and showing station, elevation, offset, and physical description of each project benchmark
 - Landowner names, addresses, phone numbers, and legal descriptions of their property
 - Utility names, addresses, phone numbers, and locations along the project

- Photo Documentation and Historical Record Search of the Structure (including list of files or repositories searched) as defined in Attachment #2. (In the event that nothing is found, a letter indicating lack of findings, along with files or repositories searched, shall be submitted to the SDDOT/Local Government Assistance Office.)**

- Preliminary Hydraulic Data Sheet (use current data sheet found in the folder "0 LGA General Info and Docs" located on the LGA SFTP site) including the following information:**
 - Calculated flows
 - Inplace conditions (Ordinary High Water Elevation, HW₁₀₀, Vmax, OTfr)
 - Proposed conditions for each option (HW₂, HW₂₃, HW₁₀₀, Vmax Qot, OTfr, ELovertop)
 - Ordinary High Water Elevation Shown on Cross-Sections (vegetation elevation on stream banks – approx. 2-year flow)
 - Observed High Water Elevation (identifiable high water mark)

- Electronic copy of Hydraulic Model of existing and proposed conditions**

- Plan and profile sketches (preliminary hydraulic layout sheets) for the existing structure and proposed gradelines for each option (More than one feasible alternative is required. This includes options on different alignments if applicable. The options need to be acceptable to the owner's future needs and maintenance capabilities.)**

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- Cost Estimates (including design and construction engineering and construction costs for each option)
 - Revised Draft Hydraulic Report
-

TS&L Summary Letter

Report of Foundation Investigation (see Examples 3 and 4 in this appendix)

For Structure Chosen at TS&L

Final Hydraulic Design Report

Final Hydraulic Data Sheet (use current data sheet found in the folder "0 LGA General Info and Docs" located on the LGA SFTP site)

Hydraulic Model with existing and proposed conditions

Scour memo, scour calculations, and berm slope protection recommendations (Bridges Only)

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Attachment #2 **Local Government Assistance** **Photo Documentation and Record Search of the Structure**

The information defined below will satisfy one of the requirements of the State Historic Preservation Society in clearing the structure for removal.

Photo Documentation of the Structure

- Site map and photo log of all photos**
- Photos will be taken of: (*at minimum*)**
 - Full views of the structure's primary elevations
 - Close-ups of any decorative, character-defining or structural features
 - General views of the bridge and its environment
- Photos will be labeled as follows:**
 - Photo Number - from photo log and site map
 - Name and Address of property – if property does not have legal address then please note either the Universal Transverse Mercator (UTM) or the legal location down to the quarter section.
 - Month and Year of photograph
 - Description of view, including camera direction (cardinal direction – N, S, E, W)
- Photos will be submitted in one of the following formats:**
 - Digital Photographs
 - At least 2000 X 3000 pixels at 300 dpi
 - Saved as TIFFs submitted on CDs
 - 35mm Black and White Photographs
 - 35mm black/white film printed on black/white photographic paper
 - Both prints and negatives submitted

Historical Record Search of the Structure

- Any or all of the following are needed:**
 - Reports – maintenance or otherwise indicating modifications to the original structure – what was done and why
 - Any Photographs of the original structure (not inspection photos; not photos referenced in this work order)
 - Original Drawings
 - Original Plans
 - Any other documentation
- Names of Files or Repositories (courthouse, county historical society, etc.) Searched**

If possible, provide the original copy of this information. If not, submit the information in the following format. High quality clear Xerox copies of any reports, drawings, or plans; and photographs scanned at 600 dpi, saved as TIFFs, and submitted on a CD.

If these documents are not otherwise restricted through state or federal law; submit them to the SDDOT/Local Government Office for submission to the South Dakota State Historical Society for public use and reproduction. In the event that nothing is found, a letter indicating lack of findings, along with files or repositories searched, shall be submitted to the SDDOT/Local Government Assistance Office.

Attachment #3

Bridge Improvement Grant

Excerpts from the Current DOT-900 (10/2019) AGREEMENT FOR PROFESSIONAL SERVICES

E. GENERAL PROVISIONS, FURNISHING OF DOCUMENTS

2. **Furnishing of documents.** Except where otherwise specifically provided in this Agreement or in the Work Order, the CONSULTANT will furnish documents in accordance with this Section.

The CONSULTANT will timely furnish to the DEPARTMENT all plans, specifications, drawings, reports, exhibits, photographs, agreements, deeds, presentations, files and other documents and deliverables necessary for satisfactory completion of the specified categories of work. The DEPARTMENT may require construction documents to be submitted in electronic or paper format, or both.

The CONSULTANT will furnish to the DEPARTMENT any design, check design, and load rating computations required for the specified categories of work.

The CONSULTANT will provide any survey documents for bench levels and for the checking of bench levels on standard loose-leaf transit field book sheets. The CONSULTANT will provide electronic copies of any of the following Bentley InRoads files created in connection with specified categories of work: FWD file, DGN file, DTM file, ALG file, and the RAW data file. The FWD file, DGN file, DTM file, and ALG file will be compatible with the DEPARTMENT'S current version of InRoads. The RAW data file will be in ASCII format and will include the following information: point number, northing, easting, elevation description, and any pertinent notes corresponding to a particular point.

D. TECHNICAL REQUIREMENTS AND PROVISIONS

2. **Preparation of Construction Plans.** If the categories of services identified on page one of this Agreement involve the preparation of construction plans and specifications, the CONSULTANT will comply with the following requirements:

- a. The CONSULTANT will furnish and deliver to the DEPARTMENT original drawings of all sheets comprising the set of plans, together with all reports, drawings, computer files, studies, memoranda, and other data pertaining to the preparation of the plans.
- b. The CONSULTANT will furnish to the DEPARTMENT an electronic MS Word file of all supplemental specifications and special provisions.
- c. The CONSULTANT will use a consistent DEPARTMENT-approved format for notes, tables, and rates of materials.
- d. The CONSULTANT will prepare plans on sheets 11" x 17" or 8 1/2" x 11" in size, under the guidance of the Road Design Manual's Chapter 18 – Plans Assembly: <https://dotfiles.sd.gov/rd/rdmch18.pdf> or as directed by the DEPARTMENT. The CONSULTANT will follow Chapter 18 of the DEPARTMENT'S Road Design Manual as it relates to plans produced by consultants in order to provide accurate electronic plans and bid items for the DEPARTMENT'S electronic bidding system. The CONSULTANT will utilize the DEPARTMENT'S websites: <https://dot.sd.gov/doing-business/engineering/design-services/downloadable-files> and <https://dot.sd.gov/doing-business/engineering/design-services/forms-manuals> for Plan Preparation (i.e. Road Design Manual, CADD Procedure Manual, and User Guide for Electronic Plan Review), Downloadable Files (i.e. Form Letters, Microstation and InRoad files, and Plan Notes), and other information as necessary to design and prepare plans. The CONSULTANT will follow the properties and procedures for the DEPARTMENT'S electronic plans as set forth in documents located at the following web site address: <https://dot.sd.gov/doing-business/engineering/design-services/forms-manuals>. Electronic plans are required for bid-letting purposes and must contain a watermark on each

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sheet stating "For Bidding Purposes Only."

- e. The CONSULTANT will prepare plans with sufficient precision in accordance with the Road Design Manual – Chapter 18 – Construction Rounding Guidelines (<https://dotfiles.sd.gov/rd/rdmch18.pdf>).
 - f. The CONSULTANT will furnish such other pertinent information and data with respect to the plans and designs as the DEPARTMENT may request.
 - g. All persons designing, detailing, and checking structure plans will legibly place their names or initials on each plan sheet in the spaces provided for this purpose.
 - h. The DEPARTMENT will designate the basic premises and criteria for the design. The CONSULTANT will develop plans in accordance with the DEPARTMENT'S standard specifications for roadway and bridge construction, 2015 edition, as modified by any supplemental provisions in place at the time of the work order.
 - i. The CONSULTANT will prepare and furnish to the DEPARTMENT special provisions in standard DEPARTMENT format for items of work included in the plans which are not covered by the DEPARTMENT'S existing standard specifications, plan notes, and special provisions.
 - j. The CONSULTANT will ensure scales, lettering, and the general delineation of the plans mirror the DEPARTMENT format and provide readily legible reproductions.
 - k. The CONSULTANT will ensure each plan sheet bears the professional seal and endorsement as required by the South Dakota Board of Technical Professions.
 - l. The CONSULTANT will use software acceptable to the DEPARTMENT. The DEPARTMENT'S standard software programs are the Bentley Civil Products (InRoads Suite), MicroStation, AASHTOWare BrR and BrD products, Adobe Acrobat, Bluebeam, and the Microsoft Office Suite.
- 3. Category-Specific Technical Requirements and Provisions.** For all categories of services identified on page one of this Agreement, the CONSULTANT must also comply with the technical requirements and provisions associated with each category. The following technical requirements and provisions are associated with the following categories of work, unless expressly modified by the work order.

c. **BRIDGE DESIGN (STATE) AND BRIDGE DESIGN (LOCAL).**

- i. Prior to initiating design, the CONSULTANT will be required to submit the Quality Control/Quality Assurance (QC/QA) plan/procedure to be followed for structure design to the DEPARTMENT for approval.
- ii. The CONSULTANT may not begin structure design work until the QC/QA plan/procedure is approved and documented. The DEPARTMENT must review and approve all modifications to an approved QC/QA plan/procedure prior to the CONSULTANT commencing structure design work.
- iii. The CONSULTANT will design bridges, box culverts, and miscellaneous highway structures in accordance with the South Dakota Structure Design Manual and the edition of the "AASHTO LRFD Bridge Design Specifications," currently in place at the time of execution of the Work Order, except as modified by the DEPARTMENT'S design practices. The CONSULTANT will design highway structures for HL-93 vehicular live loading. Additional design criteria may be included in the Scope of Work.

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- iv. The CONSULTANT will load rate each structure using AASHTOWare BrR software, including culverts that are bridge length, in accordance with the edition of the AASHTO "Manual for Bridge Evaluation" with the latest Interim Revisions using the LRFR method currently in place at the time of execution of the Work Order. The CONSULTANT will perform an HL-93 Load Rating for each structure at Inventory and Operating levels. The CONSULTANT will also perform a Legal Load Rating for South Dakota legal trucks, the notional rating load, the four specialized hauling vehicles, and emergency vehicles. The CONSULTANT will submit a copy of the rating analyses to the DEPARTMENT along with the Final Plans for bid letting purposes. Load ratings must be above the legal loads. The CONSULTANT will provide a separate summary table of all load ratings to be included in the Bridge Inspection file.
 - v. The CONSULTANT will provide the DEPARTMENT a hard copy of design computations, independent check design computations, and load ratings, including computer output if applicable, as well as an electronic copy of the BrR model with the final review set of drawings.
 - vi. The CONSULTANT will review shop plans for fabricated items and will forward marked-up shop plans to the DEPARTMENT for the DEPARTMENT'S opportunity for review. Any review by the DEPARTMENT is limited to general conformance with the contract plans and specifications only. If the DEPARTMENT returns the shops plans for revision, the CONSULTANT must make the revisions and resubmit the shop plans for the DEPARTMENT'S opportunity for review. The CONSULTANT will not arrange for fabrication unless the DEPARTMENT has confirmed, in writing, a completed review with a response of "No Exceptions Noted" or "Not Required for Review."
 - vii. Survey for roadway and hydraulic design will be in accordance with the edition of the Department of Transportation Survey Manual currently in place at the time of execution of the Work Order.
 - viii. Hydrologic/hydraulic design will be in accordance with the edition of the South Dakota Drainage Manual (and its revisions) currently in place at the time of execution of the Work Order.
- d. **ROADWAY DESIGN (STATE) AND ROADWAY DESIGN (LOCAL)**
- i. For Roadway Design (STATE) and Roadway Design (LOCAL), design work will be in accordance with the editions of the following manuals, guidance, and policies in place at the time of the execution of the Work Order, including any interim revisions:
 - a. Department of Transportation Road Design Manual
 - b. American Association of State Highway and Transportation Officials (AASHTO) Specifications; and
 - c. A Policy on Geometric Design of Highways and Streets.
 - ii. For Roadway Design (LOCAL), design work will also be in accordance with the Local Roads Plan.
 - iii. When final plans are delivered to the DEPARTMENT, the CONSULTANT will complete and submit a checklist, on a form approved by the DEPARTMENT, certifying that a separate check has been performed, all review revisions have been made, and the plans are correct and complete.
 - iv. The CONSULTANT will furnish basic design criteria in the Scope Summary Report and in the Scope of Services.
 - v. The CONSULTANT may obtain standard drawings of roadway appurtenances from the DEPARTMENT'S Office of Road Design.
 - vi. The CONSULTANT will contact the DEPARTMENT'S Office of Bridge Design if a DEPARTMENT structure's drainage area is greater than one thousand (1,000) acres. For these structures, the DEPARTMENT'S Office of Bridge Design (OBD) will make a hydraulics

- recommendation or will concur on the hydraulics requirement if hydraulics is part of the Work Order scope.
- vii. The DEPARTMENT will furnish basic surfacing design criteria, such as type, thickness, and width of pavement.
 - viii. The DEPARTMENT will furnish material recommendations.
 - ix. Surveys for roadway and hydraulic design will be in accordance with the edition of the Department of Transportation Survey Manual currently in place at the time of execution of the Work Order.
 - x. Hydrologic/hydraulic design will be in accordance with the edition of the South Dakota Drainage Manual (and its revisions) currently in place at the time of execution of the Work Order.
- g. **CONSTRUCTION ADMINISTRATION/INSPECTION/TESTING (STATE).** The CONSULTANT will complete the work in accordance with the technical requirements and provisions contained in **Attachment B**.

ATTACHMENT B

CONSTRUCTION ADMINISTRATION/INSPECTION/TESTING (STATE) TECHNICAL REQUIREMENTS AND PROVISIONS

The CONSULTANT will:

1. Be knowledgeable of the requirements of the project plans and specifications, the DEPARTMENT'S Survey Manual, Road Design Manual, South Dakota Drainage Manual, and Computer-Aided Design and Drafting (CADD) Procedures Manual.
2. Assure project personnel are knowledgeable of their duties and responsibilities.
3. Assure project personnel are knowledgeable of the DEPARTMENT'S Materials Manual.
4. Oversee day to day activities to ensure the project is constructed in accordance with plans and specifications.
5. Ensure all documentation and reports are accurate, timely and current.
6. Arrange for the preparation and submission of biweekly progress reports, construction change orders, progress pay estimates, the final pay estimate, and the final construction change order, all on the current version of the DEPARTMENT'S Construction Management and Payment System ("CM&P"). The CONSULTANT will use CM&P solely for DEPARTMENT purposes. The DEPARTMENT reserves a royalty- free, non-exclusive, and irrevocable license to reproduce, publish, and otherwise use and authorize others to use CM&P, and CM&P will remain the property of the DEPARTMENT. The CONSULTANT may not sell or reproduce CM&P or its parts without the DEPARTMENT'S express written permission. The CONSULTANT'S personnel (project engineers, inspectors, and test persons) will receive a one-time training from the DEPARTMENT on the use of CM&P during the regularly scheduled training sessions.
7. Require all individuals providing acceptance testing and independent assurance testing of construction materials or acceptance inspection to record all data and results electronically on the current version of the DEPARTMENT'S CM&P, or as instructed by the DEPARTMENT.
8. Require all individuals providing acceptance testing and independent assurance testing of materials or acceptance inspection to meet the requirements of the DEPARTMENT'S Materials Testing and Inspection Certification Program Manual.
9. Ensure testing equipment identified in the DEPARTMENT'S Materials Testing and Inspection

Local Bridge Improvement Grant (BIG) Procedure

Certification Program Manual is calibrated and documented according to the designated frequencies and procedures designated in the Manual.

10. Perform other duties as assigned by the DEPARTMENT.

The CONSULTANT'S PROJECT ENGINEER will:

1. Assist with conducting the pre-construction meeting.
2. Prepare and electronically submit biweekly progress reports, construction change orders, progress pay estimates, final estimate, and final construction change order electronically on the current version of CM&P.
3. Handle equal employment opportunity (EEO) and labor compliance activities.
4. Ensure that subcontractors working on the project are approved by the DEPARTMENT.

The CONSULTANT'S INSPECTOR will:

1. Assure the asphalt or concrete plant is properly calibrated.
2. Perform scale accuracy checks.
3. Ensure construction activities remain inside the acquired right-of-way or easement as specified on the plans unless approved by the DEPARTMENT.

The CONSULTANT'S SURVEY PARTY CHIEF will:

1. Record field notes for slope stakes, blue tops, paving grades, pipe, structure layout, and other items of the same sort in electronic format, FWD files, DGN files, DTM files, ALG files, and RAW files compatible to the current version of InRoads being used by the DEPARTMENT.
2. Set centerline, offset lines, bluetops, slope stakes, pipe stakes, structure stakes, and other items of the same sort by electronic or manual means.
3. Run bench levels within acceptable tolerances of the DEPARTMENT'S Survey Manual and maintain field notes on standard loose-leaf transit field book sheets.
4. Obtain necessary topographic data within acceptable tolerances of the DEPARTMENT'S Survey Manual.
5. Supervise and assure the survey crew is knowledgeable as to its duties and responsibilities.

The CONSULTANT'S TESTERS will:

1. Be knowledgeable of the requirements of the project plans and specifications.
2. Sample and test materials for acceptance as specified by the DEPARTMENT'S Materials Manual. Perform material tests for QC/QA projects in accordance with QC/QA manual and have the proper QC/QA certification.
3. Recognize and have the ability to take corrective action for calibration of testing equipment.



ABC ENGINEERING

Street Address
City, State, ZIP
PHONE / FAX

DATE

ADDRESS BLOCK

RE: BR_###(00), COUNTY OR CITY, PCN
STRUCTURE NUMBER, LOCATION

Dear NAME:

A Type, Size, and Location inspection was held on DATE, for the above referenced project. The following personnel were in attendance:

ATTENDEE NAMES, TITLES

The following items were discussed and agreed upon by the inspection participants:

The most feasible structure for this site is a 63' 1 span precast channel bridge with a 24' deck (22' clear width) and a 30° LHF OR RHF skew. The substructure shall consist of steel pile abutments. (Also note bent type if known – such as 2-column bents, etc.) The bridge location will be shown on the Final Hydraulic Data Sheet and will be centered at approximately station 10+00. T101 rail will be shown in the plans. Approach rail will OR will not be needed. Fence anchor eyes will OR will not be provided.

The Contractor will remove and dispose of the existing structure. The Contractor shall also salvage the beams, wood planks, and railing for the County OR City, which shall be noted in the plans for bidding purposes. Remaining materials shall be disposed of by the Contractor. The abutments and bents shall be removed to 1' below flowline.

The road will be closed during construction with no detour necessary. OR An onsite detour on the DIRECTION side of the structure will be shown in the plan.

Project limits will run from approximately 100' north to 100' south of the structure. The current grade shall be maintained. The typical section will include a crown slope of 0.04 ft/ft for gravel surfaces OR 0.02 ft/ft for paved surfaces, 4:1 inslopes, 5:1 backslopes, and a standard 10' ditch at 20:1. The approach subgrade shall taper from the structure to match the new subgrade and will provide for a WIDTH finished roadway top. The surfacing will consist of gravel OR asphalt, which will be furnished and installed by the County OR City. Clear zone for this site has been set at 10' as per the AASHTO Guidelines for Geometric Design of Very Low-Volume Local Roads OR ___' as per Table 3.1 of the AASHTO Roadside Design Guide. Unless otherwise noted, all design data for the project will meet the current design speed for the roadway.

No channel change and no channel cleanout will be necessary at this site. OR No channel change will be necessary at this site. Some channel cleanout of trees and/or brush will be necessary to the northeast and southeast.

EXAMPLE 1

Bridge TS&L Letter Template

Items to be customized for the specific project and conditions are in blue font. Guidance notes are highlighted.

Local Bridge Improvement Grant (BIG) Procedure

The Consultant will provide erosion protection recommendations with the Final Hydraulic Data Sheet. The southwest bank will need to be built up and protected with riprap. (Note location of any out-of-the-ordinary need for riprap and reason why.)

Specific project notes for this project are attached. (ADD ANY PROJECT SPECIFIC NOTES AS ATTACHMENT TO THIS MEMO.)

The Contractor will be responsible for traffic control, topsoiling, and seeding.

The County OR City will be responsible for the following items without Grant Participation:

- 1) Right of way and temporary and permanent easements
- 2) Coordination of any utility adjustments
- 3) Furnish and install final surfacing
- 4) Furnish and install temporary and/or permanent fencing
- 5) Furnish and install new permanent signing
- 6) Remove silt fence in permanently seeded areas

The SDDOT Geotechnical Engineering Activity is requested to provide foundation and backfill recommendations by DATE (12-18 months from letter date).

The Consultant will provide the name, address, and phone number of adjacent landowners. Utility Company contact information is also needed in the plans for any utilities that exist within the project area. The DOT Local Government Office (DOT LET) OR the County OR City (LOCALLY LET) will initiate the 404 permit and other related environmental clearances, and will provide the Consultant with materials recommendations if needed.

The Consultant will outline the two archeological sites on the roadway plan sheet. These sites are located within ¼ mile of the structure and cannot be disturbed. Notes stating this shall be placed in the plans and are located with the other project specific notes. THIS ONLY APPLIES IF SHPO STATES THAT SITES HAVE BEEN FOUND AND MUST BE AVOIDED. TAILOR AS NECESSARY OR DELETE IF NOT NEEDED.

The estimated letting date will be in the fall/spring of YEAR, with an overall completion date of ----- OR with the Area Engineer to specify an overall completion date at the time that plans are submitted to Bid Letting by this office. It shall be noted in the proposal, as submitted by this office, that a 45, 60 or 90 working OR calendar day maximum amount of time for construction of the project will be allowed. It has been determined by Game, Fish & Parks that an April 1 – June 30 seasonal limitation applies to in-stream work. THIS ONLY APPLIES IF THE GF&P LETTER SPECIFIES IT AND THE SITE IS NOT A TOPEKA SHINER SITE. OR This site is a Topeka Shiner site.

If there are any questions or comments please contact me at NUMBER.

Sincerely,

NAME
TITLE

CC: COUNTY/CITY – CONTACT NAME
LGA – CONTACT NAME



ABC ENGINEERING
Street Address
City, State, ZIP
PHONE / FAX

EXAMPLE 2

**Box Culvert/Pipe TS&L Letter
Template**

Items to be customized for the specific project and conditions are in **blue font**. Guidance notes are **highlighted**.

DATE

ADDRESS BLOCK

RE: BR_ ###(00), COUNTY, PCN
STRUCTURE NUMBER, LOCATION

Dear NAME:

A Type, Size, and Location meeting was held on DATE, for the above referenced project. The following personnel were in attendance:

ATTENDEE NAMES, TITLES

The following items were discussed and agreed upon by the inspection participants:

The most feasible structure for this site is a 5 barrel 12' X 5' cast-in-place **OR** precast RCBC with a 0° **RHF OR LHF** skew, and 0° flared wingwalls at the inlet & 0° flared wingwalls at the outlet. Cutoff wall is to be extended 6" below the recommended outlet protection. The new structure will be centered at approximately sta. 10+07. Fence anchor eyes **will OR will not** be required at this site. The box opening will be outside of the 10' clear zone. (The thickness of the bottom slab shall be the same or greater than the thickness of the top slab.)

REMOVE IF NOT NEEDED – The Corps now requires all culverts/pipe where aquatic organism transport is present to have a flow line sunk 1'. Project plans and the final hydraulic data sheet should show that the box or pipe has been sunk to the required 1'. **As aquatic organism transport is present at this location, the flowline of the box culvert OR pipe and riprap must be submerged a minimum of 1'. This needs to be documented both on the final hydraulic data sheet and on the structure, general drawing plan sheet.**

The Contractor shall remove and dispose of the in-place structure. **EXTRA ITEMS AS NEEDED - The Contractor shall also salvage the beams, wood planks, and railing for the County, which shall be noted in the plans for bidding purposes.** The Contractor will dispose of items not salvaged. The bent and abutments shall be removed to the bottom of the undercut.

The project limits shall be from approximately 150' south to 150' north of the structure. The road will be closed with no detour necessary. **Only local traffic will be allowed access. OR An onsite detour on the DIRECTION side of the structure will be shown in the plan.**

The typical section will include a crown slope of 0.04 ft/ft for gravel surfaces **OR** 0.02 ft/ft for paved surfaces, 4:1 inslopes, 5:1 backslopes, and a standard 10' ditch at 20:1. The approach subgrade will taper into the existing and provide for a **WIDTH** finished roadway top (2- **WIDTH**' lanes and 2- **WIDTH**' shoulders.) The surfacing will consist of **gravel OR asphalt**, which will be furnished and installed by the **County OR City**. Clear zone for this site has been set at 10' as per the **AASHTO**

Local Bridge Improvement Grant (BIG) Procedure

Guidelines for Geometric Design of Very Low-Volume Local Roads **OR** ___' as per Table 3.1 of the AASHTO Roadside Design Guide. Unless otherwise noted, all design data for the project will meet the current design speed of the roadway.

The Consultant will provide inlet and outlet recommendations on the Final Hydraulic Data Sheet. The inlet & outlet protection shall be riprap. (Any extra riprap needed? If so, where and why?)

No channel change and no channel cleanout will be necessary at this site. **OR** No channel change will be necessary at this site. Some channel cleanout of trees and/or brush will be necessary. A temporary diversion channel will be installed south of the structure.

The Contractor will be responsible for traffic control, topsoil stripping, and seeding.

The **County OR City** will be responsible for the following items without Grant Participation:

- 1) Right of way and temporary and permanent easements
- 2) Coordination of any utility adjustments
- 3) Furnish and install final surfacing
- 4) Furnish and install temporary and/or permanent fencing
- 5) Furnish and install new permanent signing
- 6) Remove silt fence in permanently seeded areas

The SDDOT Geotechnical Engineering Activity Office is requested to provide undercut recommendations by **DATE (6 months from letter)**.

The Consultant will provide names, addresses, and phone numbers of the adjacent landowners. Utility Company contact information is also needed in the plans for any utilities that exist within the project area. **The DOT Local Government Office (DOT LET) OR the County OR City (LOCALLY LET)** will initiate the 404 permit and other related environmental clearances, and will provide the consultant with materials recommendations.

The Consultant will outline the two archeological sites on the roadway plan sheet. These sites are located within ¼ mile of the structure and cannot be disturbed. Notes stating this shall be placed in the plans and are located with the other project specific notes. **THIS ONLY APPLIES IF SHPO STATES THAT SITES HAVE BEEN FOUND AND MUST BE AVOIDED. TAILOR AS NECESSARY OR DELETE IF NOT NEEDED.**

The estimated letting date will be in the **fall/spring** of **YEAR**, with an overall completion date of **-----**. **OR** with the Area Engineer to specify an overall completion date at the time that plans are submitted to Bid Letting by this office. It shall be noted in the proposal, as submitted by this office, that a 30, 45, 60 working **OR** calendar day maximum amount of time for construction of the project will be allowed. It has been determined by Game, Fish & Parks that an April 1 – June 30 seasonal limitation applies to in-stream work. **THIS ONLY APPLIES IF THE GF&P LETTER SPECIFIES IT AND THE SITE IS NOT A TOPEKA SHINER SITE.**

If there are any questions or comments please contact me at **NUMBER**.

Sincerely,

NAME
TITLE

cc: **COUNTY/CITY – CONTACT NAME**
LGA – CONTACT NAME

Local Bridge Improvement Grant (BIG) Procedure

EXAMPLE 3

REPORT OF FOUNDATION INVESTIGATION

PROJECT: BRO 8048(03) Mellette County PCN 02DY

LOCATION: Structure No. 48-102-010, 18.9 miles North & 0.8 miles West of Cedar Butte over the White River.

METHOD OF INVESTIGATION:

All soundings are made according to the Standard South Dakota Subsurface Investigation Techniques and AASHTO Specifications. Auger holes are drilled with a 4-1/2 inch continuous flight auger. Penetration and Push Test holes are drilled with a 6-5/8 inch continuous hollow stem auger. Push core samples are obtained by hydraulically ramming a 2 foot long lined split spoon sampler into the soil to obtain 2 inch nominal diameter soil samples. Penetration tests are conducted by dropping a 140 pound hammer 30 inches to obtain 2 inch nominal diameter samples and to measure the resistance to penetration of the soil. Corings with the SDDOT drive rig are performed by using a California retractable plug sampler, which is driven with a 490 pound hammer. The drill stem is P.K. rod, which is 2-7/8 inch O.D., and 2 inch nominal diameter cores are obtained. All laboratory tests are performed in accordance with standard AASHTO or SDDOT laboratory procedures.

RECOMMENDATIONS:

Abutments:

I. Steel HP10 X 42 Piling

A. A LRFD maximum factored pile bearing resistance of 77 tons can be used for design.

B. The anticipated tip elevations are:

<u>Station</u>	<u>Elevation</u>
22+06	1910
25+27	1892

C. The nominal pile bearing resistance shall be 192 tons verified by the SDDOT's Modified ENR formula.

Bents:

I. Drilled Shafts

A. A LRFD maximum factored resistance value of 2,800 psf can be used for design below elevation 1912 ft. or maximum scour whichever is lower.

B. Permanent casings will be required to elevation 1915 ft.

C. The point of fixity within the bedrock can be assumed to be the elevation 1912 ft.

DISCUSSION:

The proposed structure location is underlain by brown sand-silt (alluvium) overlying brown silt-sand with gravel (alluvium). The alluvial sediments rest upon gray silt-clay (Pierre Shale). The D50 of the brown sand-silt, brown silt-sand with gravel, and gray silt-clay (Pierre Shale) can be assumed to be 0.06 mm, 1.0 mm, and 0.004 mm. The D95 of the brown sand-silt, brown silt-sand with gravel, and gray silt-clay (Pierre Shale) can be assumed to be 1.0 mm, 6.0 mm, and 0.06 mm.

Steel HP10X42 piling along with the anticipated tip elevations, are listed in the recommendations for use in the abutments. Drilled Shafts are listed in the recommendations for use at the bents.

The piling were evaluated for drivability and group effects at the LRFD Strength Limit State. Settlement of the substructure units and horizontal movement of the abutment piling were evaluated at the LRFD Service Limit State.

Drivability –

Local Bridge Improvement Grant (BIG) Procedure

A drivability analysis was performed for the steel HP10X42 piling using the wave equation analysis program (GRLWEAP). A group of pile hammers that were evaluated and found to produce acceptable driving stresses is listed later in this report for inclusion in the plans.

Pile Group Effects:

Axial Loading – Abutments

For a single row of piling, AASHTO requires the center-to-center pile spacing to be at least 30" or 2.5 times the width of the pile, whichever is greater. Therefore, for the steel HP10x42 piling at the abutment the center-to-center spacing shall be at least 30".

Settlement –

The steel pile tips will be founded in the Pierre Shale. Unconfined compression test results of the Pierre Shale exceed the proposed bridge loadings. Past experience for piling driven into hard shale soil bedrocks has shown little, if any, settlement has occurred. Therefore, 1/4 inch or less of total settlement can be used to design the substructure units.

Horizontal Movement –

AASHTO states that if the center-to-center spacing of the piling in the substructure unit is greater than 5 times the width of the pile then group effects can be ignored. Therefore, if the designed spacing is greater than 5 times the pile width a group efficiency factor of 1.0 can be used with no reduction in pile loading required. If this minimum pile spacing is not met a reduction factor will need to be calculated according to the AASHTO code.

Horizontal movement at the substructure units can be calculated using the following soil parameters:

Sand-silt (alluvium); phi angle = 24 degrees, cohesion = 50 psf, wet unit weight = 118 pcf

Silt-sand with gravel (alluvium); phi angle = 32 degrees, cohesion = 0 psf, wet unit weight = 130 pcf

Silt-clay (Pierre Shale); phi angle = 18 degrees, cohesion = 1,000 psf, wet unit weight = 130 pcf

For the drilled shafts, a LRFD maximum factored resistance value (skin friction) of 2,800 psf is recommended below elevation 1912 for the bents or maximum scour whichever is lower. The point of fixity within the bedrock can be assumed to be 1912 for the bents.

Each drilled shaft shall have a minimum of 3 access tubes for a shaft diameter of 3.0' and less. The number of access tubes needed shall be increased by 1 for each foot increase in shaft diameter above the 3.0'. The access tubes shall be furnished and installed according to the South Dakota Department of Transportation's 2004 Standard Specifications for Roads and Bridges. These access tubes shall be equally spaced in the shaft reinforcement prior to placing the reinforcement cage.

A representative of the [CONSULTING FIRM \(NAME AND NUMBER\)](#) shall be present during drilling operations to confirm the elevations provided in this report and to observe the placement of the drilled shafts. In addition to the notes below, contact the [CONSULTANT REPRESENTATIVE](#) for the most current drilled shaft construction notes to be included in the plans.

The following notes shall be placed in the plans:

A drivability analysis was performed using the wave equation analysis program (GRLWEAP). The pile hammers listed below were evaluated and found to produce acceptable driving stresses. Pile hammers not listed will require evaluation and approval prior to use from the [CONSULTANT REPRESENTATIVE NAME AND PHONE NUMBER](#).

Hammers need to be sized according to site specific soil parameters and structure design requirements. The following list of hammers is owned and readily available by contractors that do work in SD. Select and specify in the report which hammers are acceptable for use on individual projects.

Local Bridge Improvement Grant (BIG) Procedure

ICE 180	Delmag D12-42	FEC 1500	Delmag D16-32	Delmag D19-32
Delmag D19-42	MVE M-19	ICE 42S	MKT DE 42/35	APE D19-42
Delmag D25-32	Delmag D30-32	SPI D30	Delmag D46-32	

Local Bridge Improvement Grant (BIG) Procedure

STATE OF	PROJECT	SHEET NO.	TOTAL SHEETS
S.D.			

Plotting Date: 03/26/2013

The Geotechnical Engineering Activity has on file all of the boring logs for this project. These logs and additional results of laboratory test, if any, are available for review at the Central Office in Pierre.

LEGEND

- ⊕ Auger Test
- ⊙ Drive Test
- ∇ Water
- ⊖ Caved
- Penetration Test
- ▬ Sample Zone

Drive test are conducted by dropping a 490 pound hammer 30 inches to drive a 2 1/8 inch drill stem with attached retractable plug sampler for taking samples and to measure the resistance to penetration of the soil.

Auger holes are drilled with a 4 1/2 inch diameter continuous flight auger. Penetration and Push Test holes are drilled with a 6 3/8 inch diameter hollow stem auger. Push core samples are obtained by hydraulically ramming a 2 foot long lined split spoon sampler into the soil to obtain 2 inch nominal diameter soil samples.

GROUND WATER ELEVATIONS

as of December 2012

T1	(Caved)	1931.3
T2	(Caved)	1910.9
T3	Dry	
T4		1929.7
T5		1926.9
T6		1928.9
T7		1930.2
T8		1929.1
T9		1930.0
T10		1929.3
T11	Dry	
T12		1929.8

MEASURED SKIN FRICTION

	Elev	psf
T11	1924.0	2,193
T12	1907.3	1,214

BRD 8048(03) MELLETTIE COUNTY PCN 02DY
18.9 MILES N. AND 0.8 MILES W. OF CEDAR BUTTE
SECTION 28 TOWNSHIP 45 W. RANGE 31 W.
OVER WHITE RIVER
STR. NO. 48-102-010

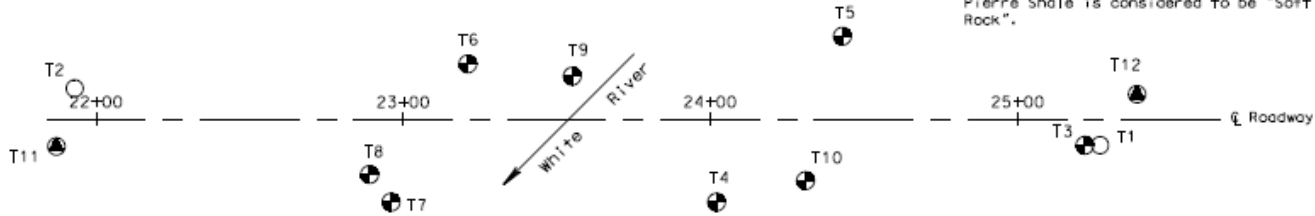
SITE PLAN & SUBSURFACE PROFILE

DESIGNED BY	DRAWN BY	CHECKED BY	APPROVED
	NN	JW	

BRIDGE ENGINEER

Pierre Shale is a marine shale with a textural classification that varies from silt-clay to clay-silt. Color varies from buff gray to black. The formation may contain concretions that are normally thin but occasionally are massive. These zones may be considered hard and dense. Thin zones may be present that are cemented resulting in claystone or siltstone seams. Bentonite zones may be encountered but are normally less than one half inch thick. Nonweathered Pierre Shale is considered to be "Soft Rock".

Hole Number	Station	Depth	Soil Color	Classification	Strength (Q _u)	Dry Density	Wet Density	Moisture	Pass No. 10	Pass No. 40	Pass No. 200	Sand Content	Silt Content	Clay Content
T2	21493	5.8	Brown	Sand-Clay	85.3	pcf	115.3	17.0	95.5	95.1	55.1	44.8	45.1	10.0
T3	23492	5.7	Brown	Silt	81.7	pcf	107.0	12.3	95.9	91.1	55.1	44.8	45.1	10.0
T4	23492	17.0	Brown	Sand	97.8	pcf	127.0	9.4	95.2	94.9	56.3	44.8	45.1	9.9
T5	24497	23.8	Gray	Clay	55.490	pcf	135.6	16.9	95.8	95.7	56.9	2.8	41.1	55.9
T6	24499	37.8	Gray	Clay	49.749	pcf	112.5	18.5	99.8	99.8	99.5	0.3	39.4	59.8

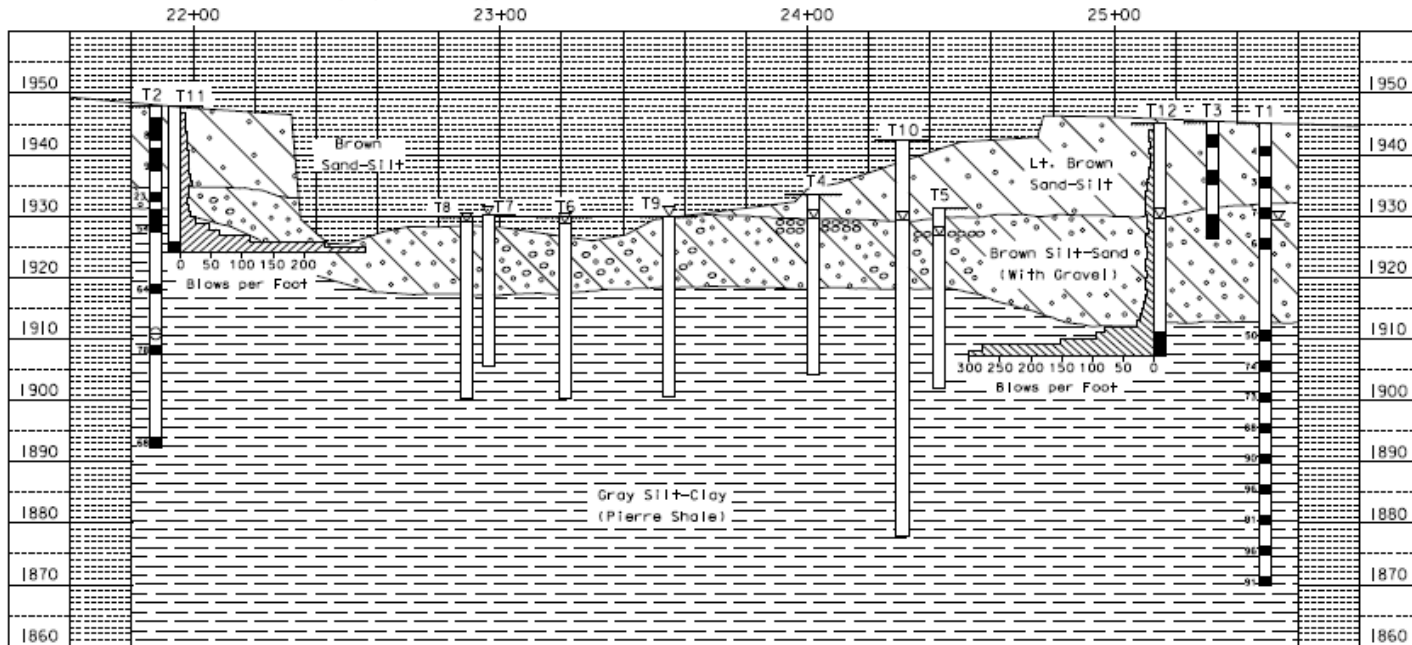


* Values represent uncorrected "N" values from Penetration Test.

Sample Zone 48 Blows Per Foot

Bore holes on profile are moved slightly for clarity

Penetration tests are conducted by dropping a 140 pound hammer 30 inches to obtain 2 inch nominal diameter samples and to measure the resistance to penetration of the soil.



PLOT SCALE - 1/2" = 10'

PLOTTER FROM - TEMPL 0174

FILE - ...SUBSURFACE PROFILE.DWG.DGN

Local Bridge Improvement Grant (BIG) Procedure

RECOMMENDATIONS

EXAMPLE 4

Re: BRO 8027(29), Gregory County, PCN 00QR
Str. No. 27-030-081, located 2.0 West & 0.1 South of the Jct of SD44/SD47
RCBC Undercut Recommendation

Soils maps of the area indicate the soils at the location of the proposed structure have the following characteristics.

Station 16+86 (Str. No. 27-030-081)

CLASSIFICATION: A-7
Clay & Silty Clay
AVERAGE LIQUID LIMIT: 66
SHRINK-SWELL POTENTIAL: High to Very High
FROST ACTION POTENTIAL: Low
CORROSIVITY: High for steel, Low to Moderate for concrete

RECOMMENDATIONS:

Provide 24 inches of undercut and backfill.

DISCUSSION:

The project consists of replacing an existing single span 22' steel stringer bridge with a 2 barrel 13' x 6' cast-in-place RCBC. The proposed box culvert will be in the same location as the existing bridge location. The existing surfacing on the road is gravel and will be resurfaced with gravel upon completion. Minimal grading at the proposed box culvert location is anticipated, therefore, the material shall be compacted using the Ordinary Compaction Method.

A subsurface investigation was conducted for the proposed RCBC. The subsurface investigation consisted of placing a boring near both the proposed inlet and outlet ends of the structure and logging the material to 3 feet below the flow line. Samples were collected from below the flow line for soils classification. A dynamic cone penetrometer was used at both the inlet and outlet ends to identify the change in relative density of the subsurface material below flow line.

Subsurface soils at the proposed site consist of brown silt-clay to 3' below the existing flow line.

The 2' undercut depth is recommended to remove the low strength soils with high shrink-swell potential from below the box culvert.

The following paragraphs shall be placed in the plans:

Compaction of earth embankment and box culvert backfill material shall be governed by the Ordinary Compaction Method.

Any questions about the recommendations or the subsurface conditions can be directed to the [CONSULTANT CONTACT NAME AND PHONE NUMBER](#).

Local Bridge Improvement Grant (BIG) Procedure

HYDRAULIC DATA SHEET

County _____ Project No. _____ PCN _____ Sec. _____ Township _____ Range _____
 Station 23+41.8 Over North Branch of CREEK Drainage Area 52.3 Sq. Mi. Direction of Flow East
 Preliminary X Final _____ Q-Design Yr. Frequency 25-year Observed H.W. Elev 1283.1
 STRUCTURE NO. ##-###-### LOCATION LOCATION

Cross Section	Qd. cfs	W.W. Area sq.ft.	V fps	So. ft./ft.	Bottom		H.W. ft.	dn ft.	C.L. FL Elev.	D.H.W. Elev.		Ch Ch	Degree Skew
					Structure	Ch.				Culv. Inlet	Bridge		
Trapezoid 2:1 S:S	1979	335	5.9	.0018		Natural		8.1	1273.18*		1281.8	No**	0°
Rectangle II	1979	330	6.0	.0018	4B=40'		8.7	8.3	1273.18*	1281.9		No**	0°
Rectangle III	1979	360	5.5	.0018	4B=44'		8.7	8.3	1273.18*	1281.9		No**	0°

Type: I. Berm Type Bridge II. RCBC w/30° Flared Wing walls at Inlet and 0° Flared at Outlet III. Precast CBC with 0° Flared Wing walls at Inlet and Outlet

Size: I. 82.0 ft. (single span with 45 M Section) II. 4-10'x10' (effective opening 4-10'x9') III. 4-11'x10' (effective opening 4-11'x9')

Proposed Location I. Center at Sta. 23+26, berm toes located at Sta. 23+12± (elev. 1274.0) & Sta. 23+40 ± (Elev. 1274.0) II. Center at Sta. 23+37 III. Center at Sta. 23+37

Notes or Remarks: Discharges were obtained from Methods Outlined in Water Resources Report 98-4055 for ungaged sites near a gaging station on the same stream. Stream gage # 06478260 for years of record from 1956-1978. Q₂ = 91 cfs; Q₂₅ = 1979 cfs; Q₁₀₀ = 4997 cfs; Q₅₀₀ = 11,811 cfs. Structure width and flowline elevation for the box culvert options meet the criteria called for in the US Army Corp. of Engineers 2012 Regional Conditions for aquatic organisms.

INPLACE CONDITIONS: Q₂ Elev. = 1275.0, HW₂₅ = 1281.8, HW₁₀₀ = 1286.9 *** Overtop Freq. = Q₈₅ = 4500 cfs, V_{max} = V₈₅ = 9.1 fps
PROPOSED CONDITIONS: I. Q₂ Elev. = 1274.9, V₂ = 2.8 fps, HW₁₀₀ = 1284.8, ***Overtop Freq. = Q₂₇₄ = 8000 cfs, V_{max} = V₁₀₀ = 11.7 fps
II. Q₂ Elev. = 1274.4, (Q₂ Depth = 1.1 ft. and V₂ = 2.1 fps at culvert outlet), HW₁₀₀ = 1287.2, ***Overtop Freq. = Q₁₈₅ = 6450 cfs, V_{max} = V₁₀₀ = 13.9 fps
III. Q₂ Elev. = 1274.4, (Q₂ Depth = 1.1 ft. and V₂ = 1.9 fps at culvert outlet), HW₁₀₀ = 1287.2, ***Overtop Freq. = Q₁₈₀ = 6400 cfs, V_{max} = V₁₀₀ = 12.6 fps

Additional Remarks: *Elevation of the Stream flowline at the centerline of the proposed roadway. The box culvert flowline has been lowered 12" below stream flowline and this embedded depth is assumed to not convey any water.
**Minor channel shaping will be required at channel inlet and outlet.
***The existing roadway overtops at Elev. 1286.23 near Sta. 23+75 and the proposed gradeline overtops at Elev. 1290.8 at Sta. 23+50.
Δ Hutchinson County is participating in NFIP.
◆ The area is not mapped and is considered NSFHA (No Special Flood Hazard Area)

PRELIMINARY X FINAL SCOUR RECOMMENDATIONS: I. Riprap will be required on both bridge berms. Foundation Report has not been received. Contraction Scour for proposed bridge is estimated at 6.0 ft. for the 100 year event. Scour estimate is based on assumed D₅₀ = .2mm. II & III. Provide 33 in. thick Class B riprap on newly graded 2:1 bank slopes from elev. 1280.0 down to culvert Flowline and across channel at outlet. Extend riprap 18.0 ft. downstream of wings. Provide Type B drainage fabric beneath all riprap. Natural Stream bed material will not need to be placed over riprap and culvert invert.

Vertical Datum Used: NAVD 88: X NGVD 29: _____ Unknown: _____
 Topeka Shiner Stream: Yes X No _____
 Community Participating in NFIP Program: Yes X Δ No _____
 Site in Identified NFIP Floodplain: Yes _____ No X ◆

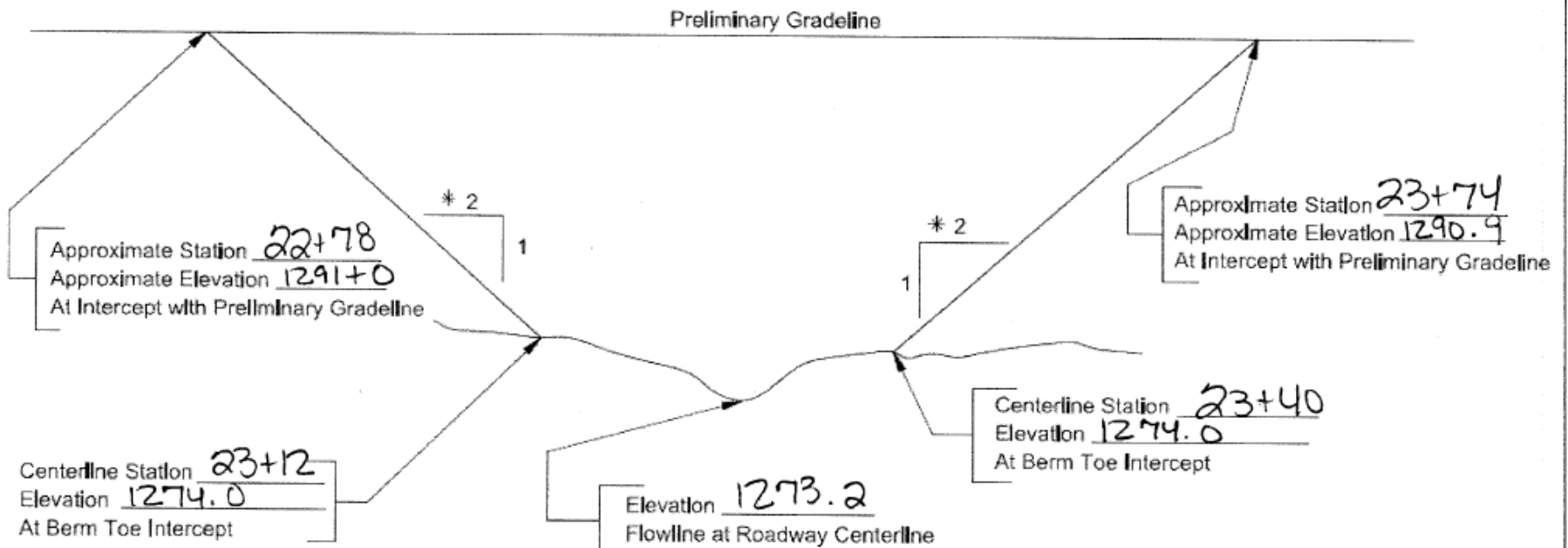
Prepared by: Signature
 Date: DATE
 Checked by: Signature
 Date: DATE

PRELIMINARY HYDRAULIC DATA LAYOUT

To Define the Minimum Channel Configuration at Bridge

Project BR - #### (00)
 County _____
 PCN _____

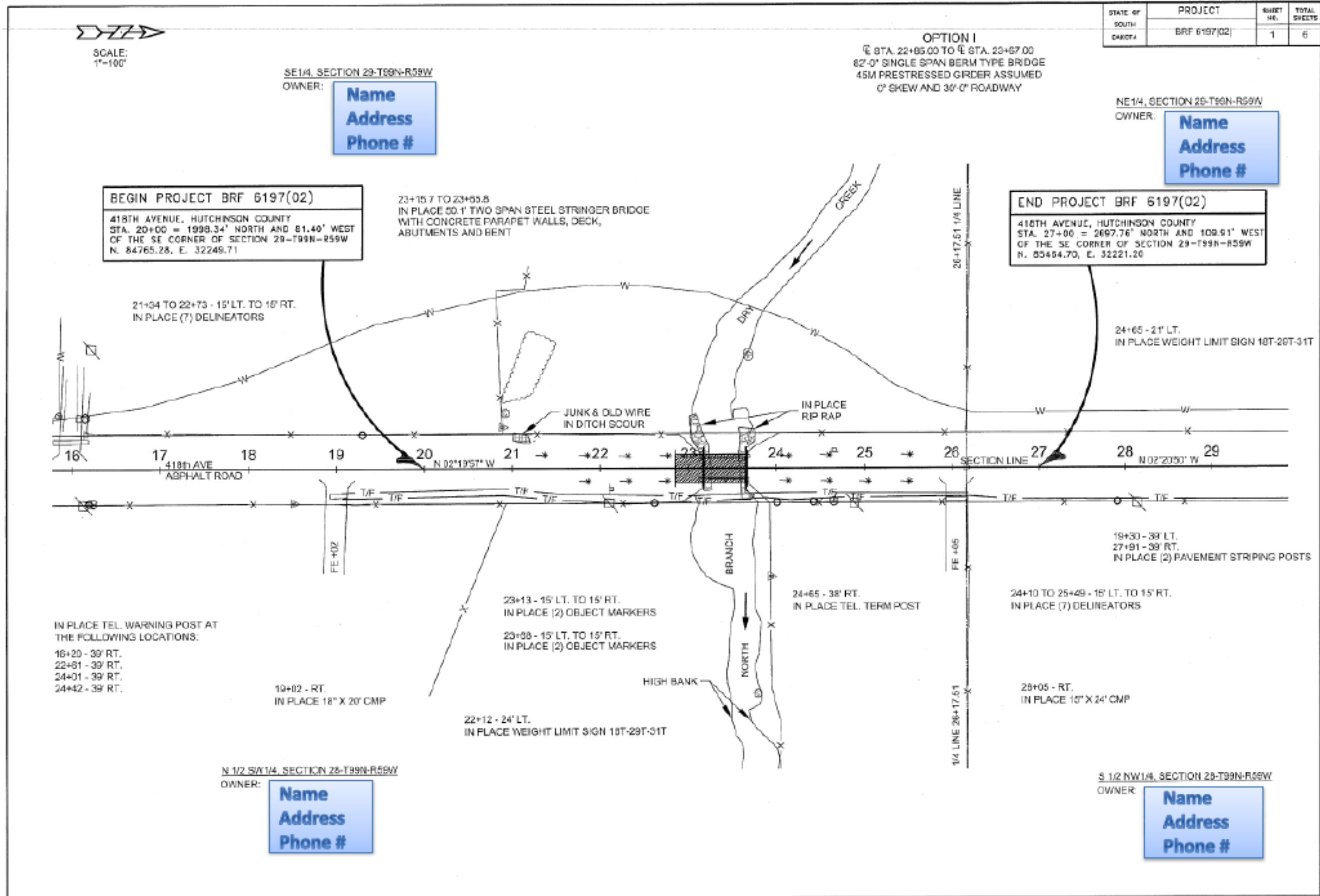
Station 23+26
 Skew 0°
 Date Prepared DATE



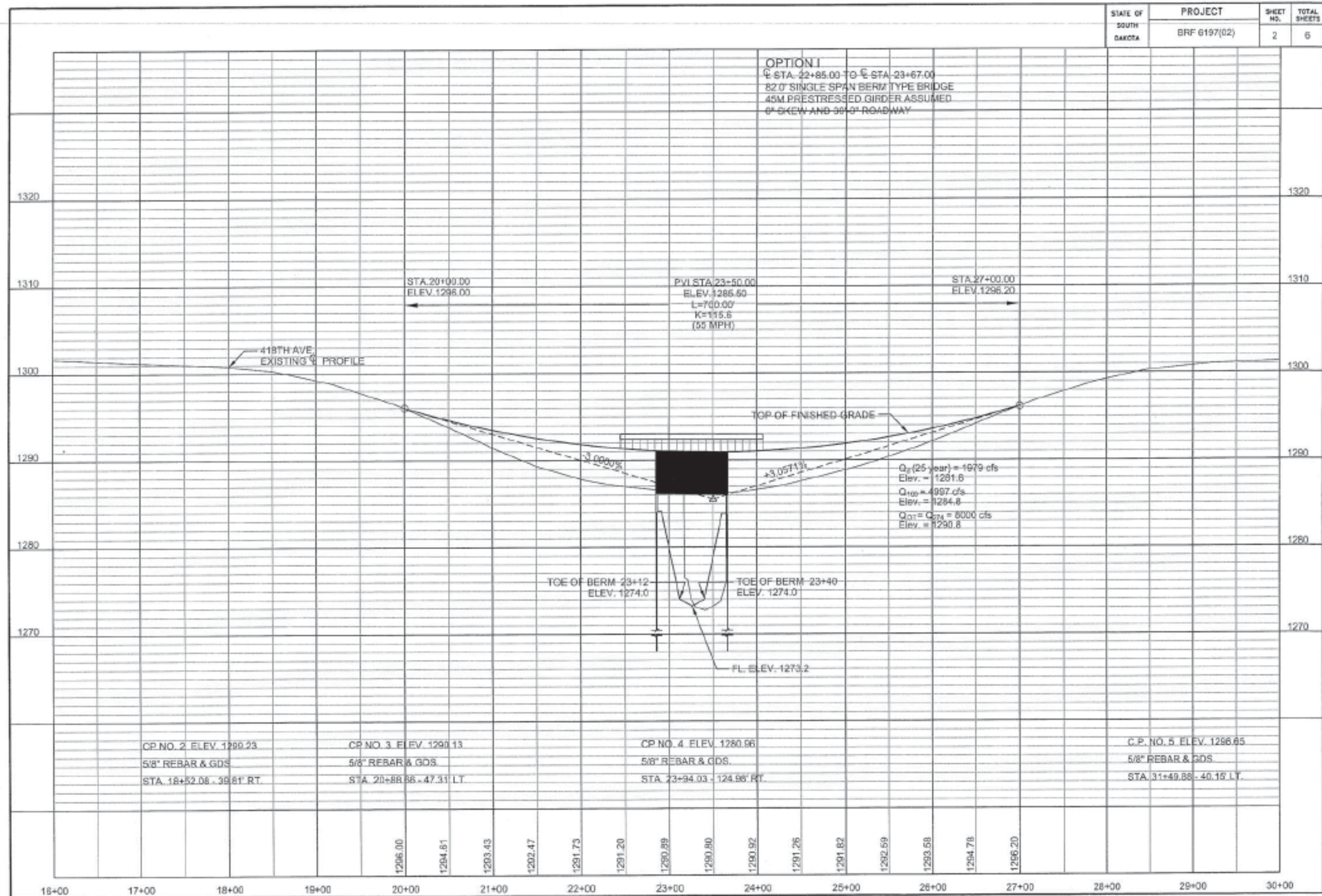
* Berm slope perpendicular to channel centerline. If bridge is skewed, berm slope must be adjusted to meet skew.

This idealized drawing is not to scale.
 See project roadway profile for more details.

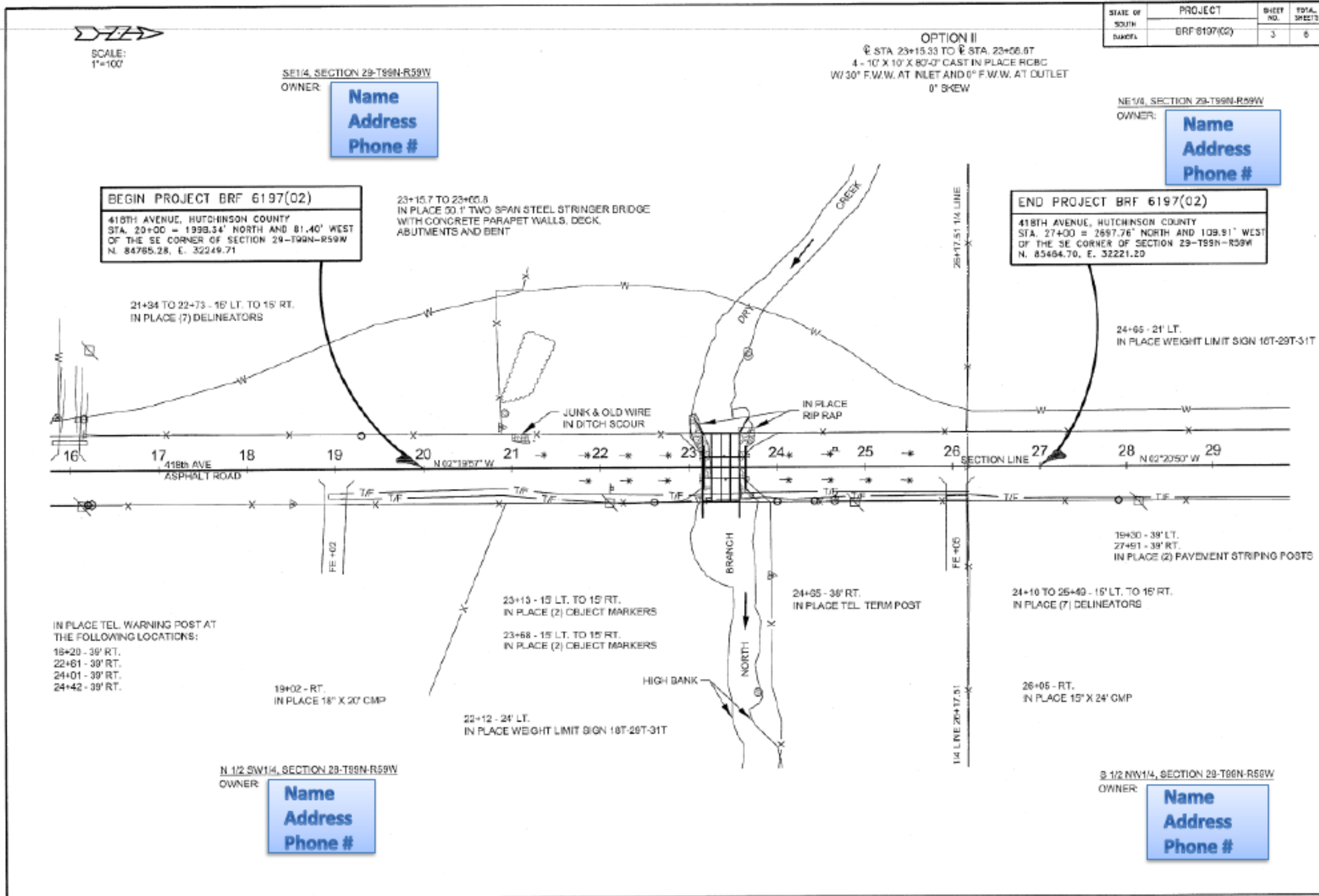
Local Bridge Improvement Grant (BIG) Procedure



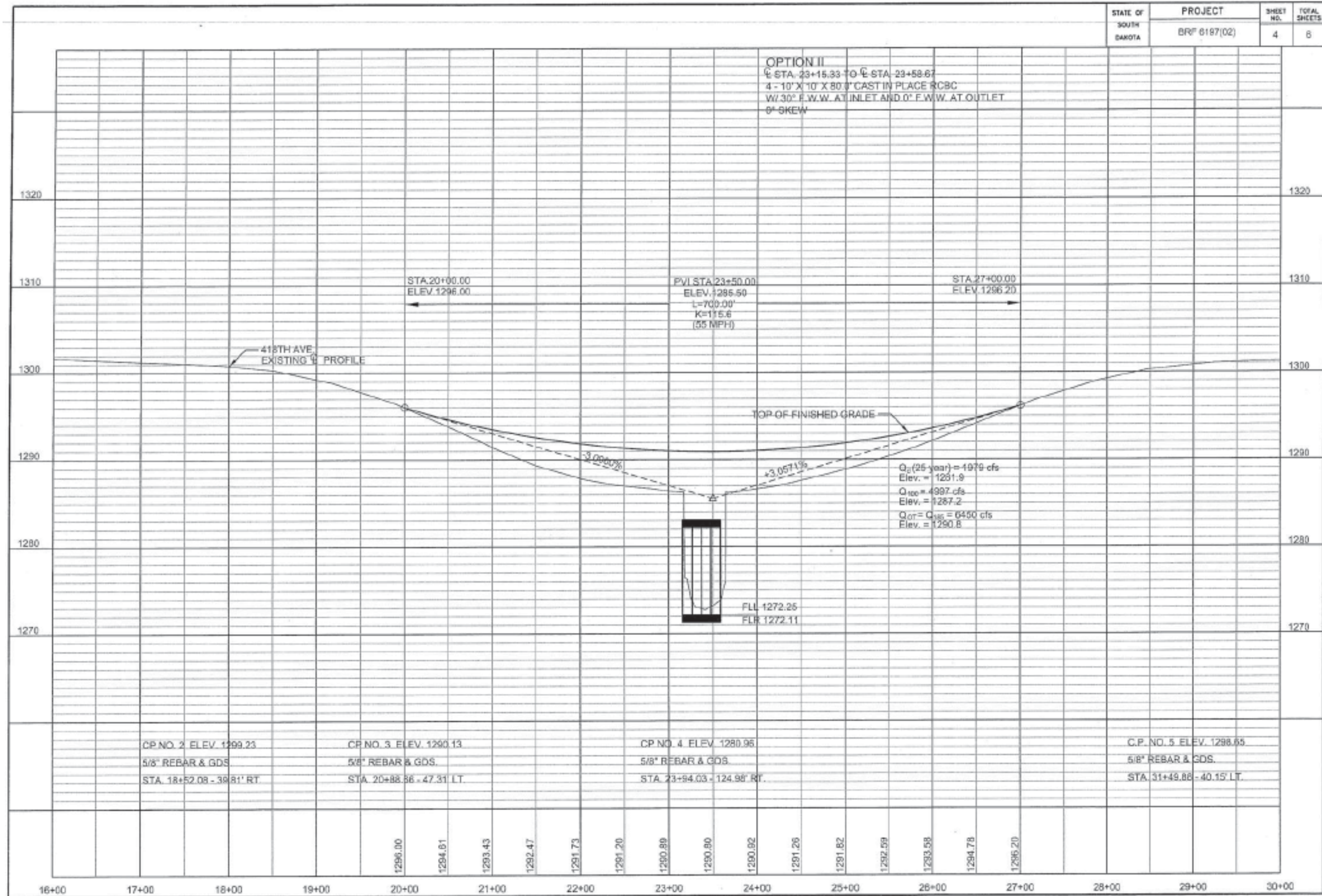
Local Bridge Improvement Grant (BIG) Procedure



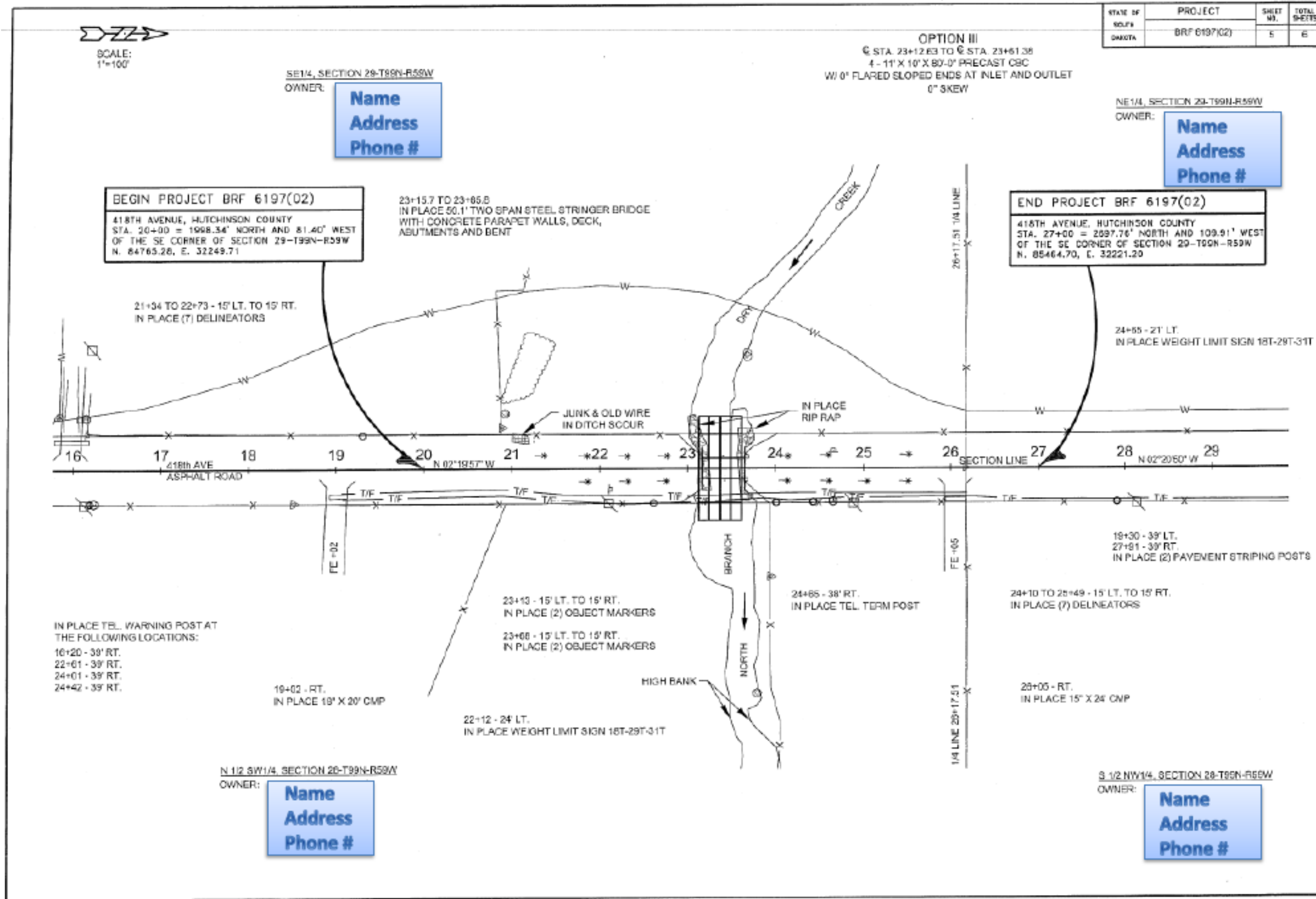
Local Bridge Improvement Grant (BIG) Procedure



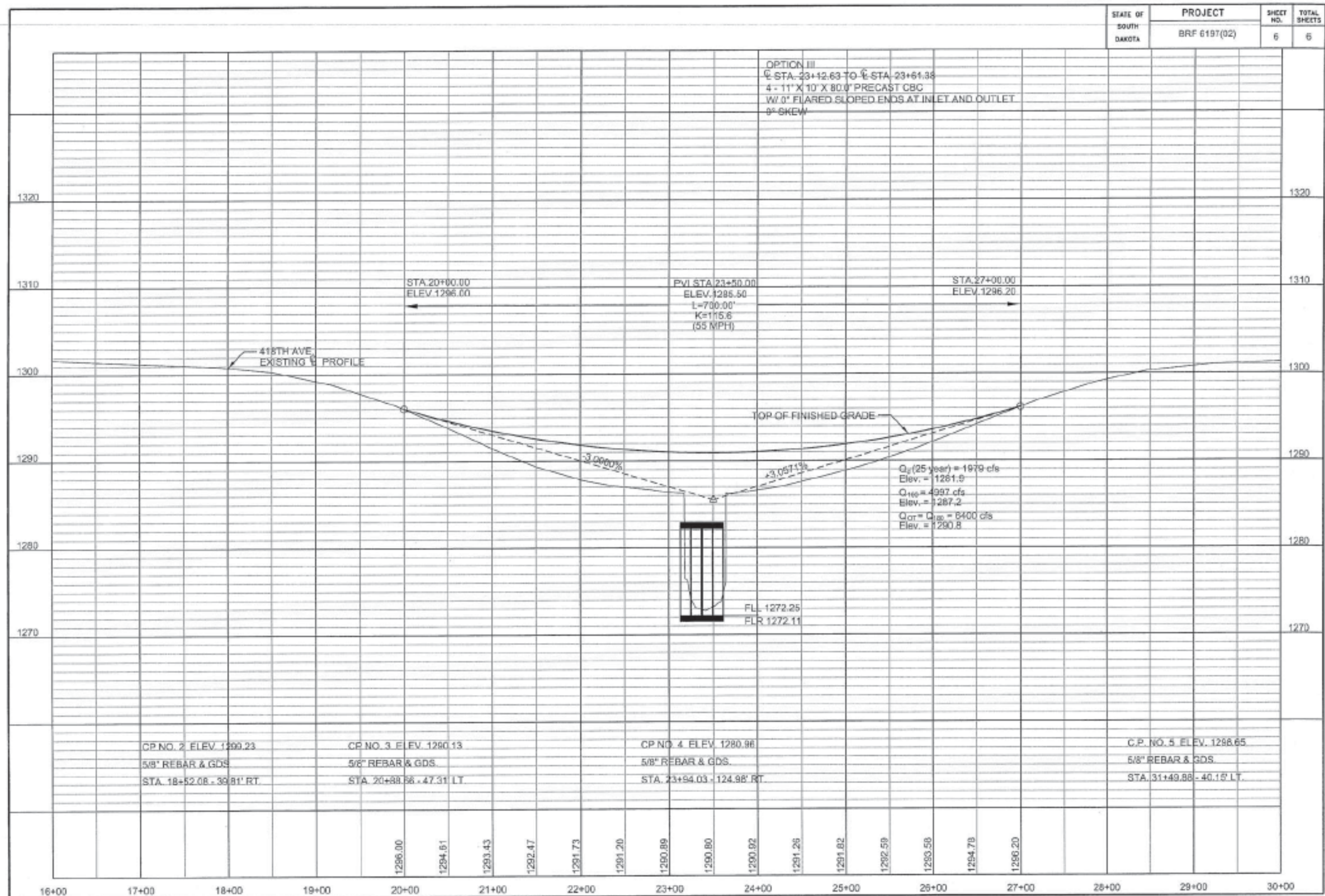
Local Bridge Improvement Grant (BIG) Procedure



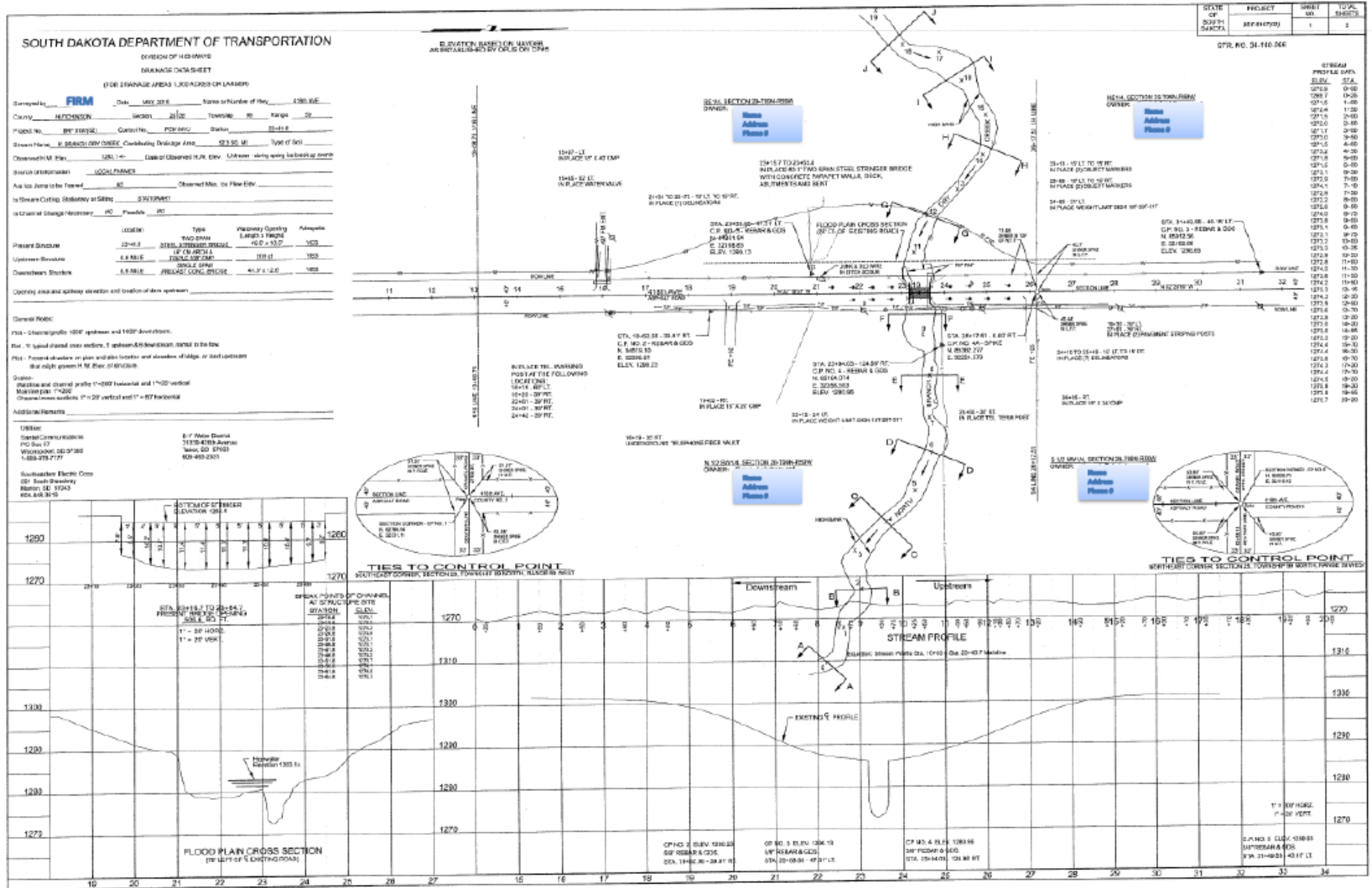
Local Bridge Improvement Grant (BIG) Procedure



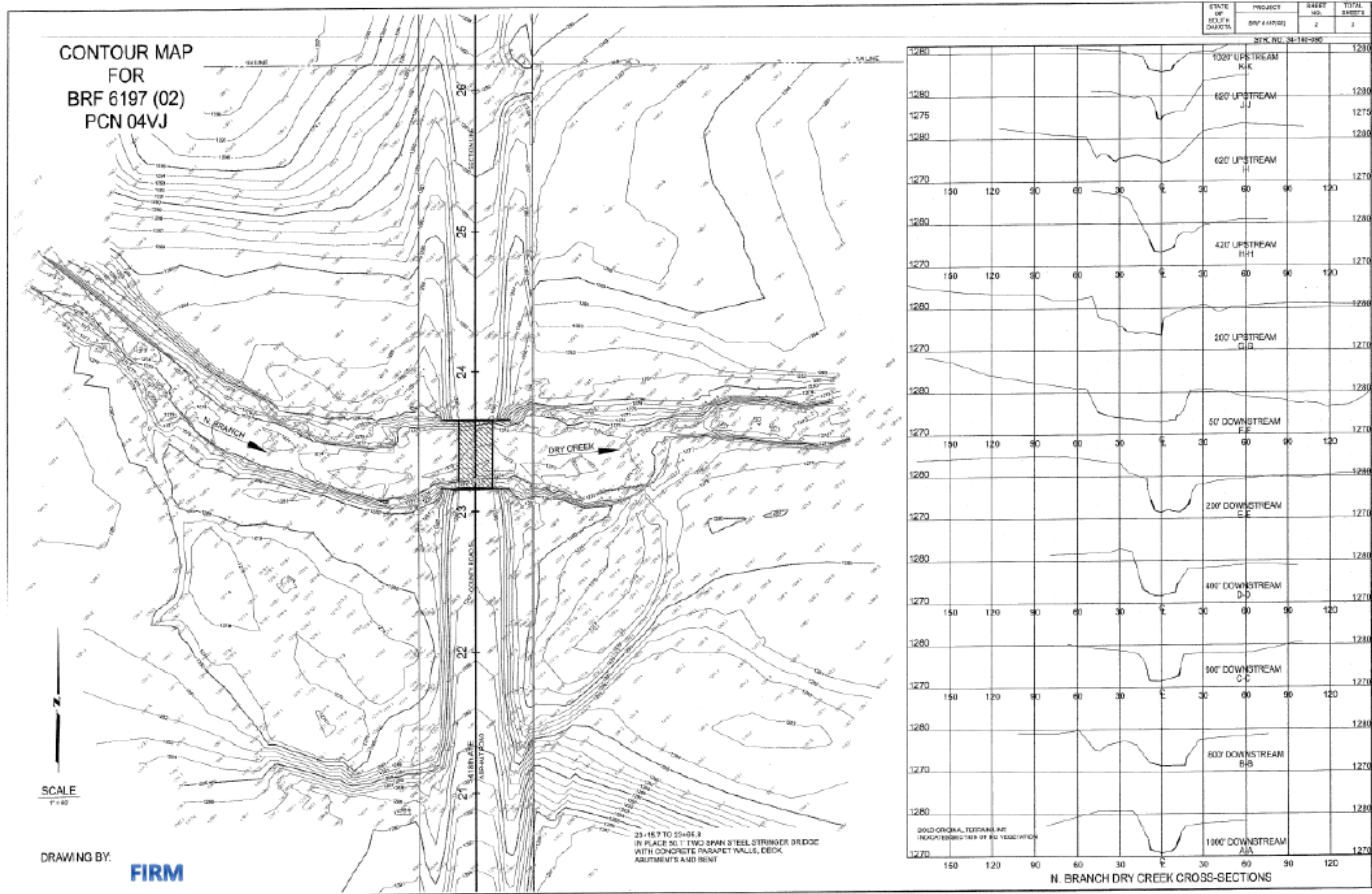
Local Bridge Improvement Grant (BIG) Procedure



Local Bridge Improvement Grant (BIG) Procedure



Local Bridge Improvement Grant (BIG) Procedure



Local Bridge Improvement Grant (BIG) Procedure

Photo Documentation and Record Search for Hutchinson County Structure No. 34-140-096

The offices and individuals contacted include:

Hutchinson County Assessor	Tony Dewald	No Information
Hutchinson County Auditor	Diane Murtha	No Information
Hutchinson County Highway Superintendent	Joel Baumiller	Inspections Reports (We already had)
Hutchinson County Register of Deeds	Unknown	No Information
Hutchinson County Treasurer	Tamara Miller	No Information
Heritage Hall Museum (in Freeman)	Kelsey Ortman	No Information
Heritage Hall Archives (in Freeman)	Kelsey Ortman	No Information

The Hutchinson County Assessor, Tony Dewald, was contacted on May 25th, 2015 by Diane Murtha. Murtha reported that Dewald had not found any information regarding the structure.

The Hutchinson County Auditor, Diane Murtha, was contacted on May 6th, 2015 by email. Murtha noted that she had not found any information regarding the structure. She also noted that she had talked to the Department of Equalization and the Register of Deeds, neither of which could provide information about the structure.

The Hutchinson County Highway Superintendent, Joel Baumiller, was contacted on May 6th, 2015 by email. Baumiller then responded by phone that same day and was not able to provide information other than the inspection reports that we (**FIRM**) already had. The reports provided the approximated date of completion of the structure (1935) as well as information specific to the construction and condition of the structure. The inspection report is attached.

The Hutchinson County Register of Deeds, Unknown, was contacted on May 25th, 2015 by Diane Murtha. Murtha reported that the Register of Deeds had not found any information regarding the structure.

The Hutchinson County Treasurer, Tamara Miller, was contacted on May 6th, 2015 by email. Miller has not yet responded.

The Heritage Hall Museum and Heritage Hall Archives, run by Kelsey Ortman, were contacted on May 25th, 2015 by email. Ortman reported that she had not found any information regarding the structure.

The State Historic Preservation Office's CRGRID was also used to find any historic survey's conducted on the structure. It revealed the structure was Surveyed in 2004. The survey summary and report are attached.

Local Bridge Improvement Grant (BIG) Procedure

SOUTH DAKOTA STATE HISTORIC PRESERVATION OFFICE

RECORD SEARCH SUMMARY - BRIDGE

04-16-2015



<u>SHPO ID</u>	<u>Bridge Name</u>	<u>UTM Zone</u>	<u>UTM Easting</u>	<u>UTM Northing</u>	<u>Date Built</u>
HT00001571	34-140-096	14	594245.0000	4801719.0000	1935
<u>Survey Date</u>	<u>Street</u>	<u>City</u>	<u>County</u>	<u>Location Description</u>	<u>TWP</u>
6/25/2004 12:00:00 AM	418 AVE	Parkston	HT	8E 2.6S PARKSTON	99N
<u>Rng</u>	<u>Sec</u>	<u>Quarter1</u>	<u>Quarter2</u>	<u>DOE</u>	<u>Nomination Status</u>
59W	28	NW	SW	NR Eligible	

Local Bridge Improvement Grant (BIG) Procedure

SOUTH DAKOTA STATE HISTORIC PRESERVATION OFFICE
HISTORIC SITES SURVEY BRIDGE FORM 04-16-2015



SHPOID HT00001571
SiteID 48635
BridgID 2211

SITE INFORMATION

***Survey Date:** 6/25/2004 12:00:00 AM
***Surveyor:** Jennie Goff / Renewable Technologies, Inc.
***Property Address:** 418 AVE
***County:** HT
***City:** Parkston
***Quarter1:** NW
***Quarter2:** SW
***Township:** 99N
***Range:** 59W
***Section:** 28
Acres:
Quadname: Parkston SE (1968)
Legal Description: North Branch of Dry Creek

Location Description: 8E 2.6S PARKSTON

Owner Code1:
Owner Code2:
Owner Code3:
Owner Name:
Owner Address:
Owner City:
Owner State:
Owner Zip:

HISTORIC SIGNIFICANCE

***DOE:** NR Eligible
***DOE Date:** 6/25/2004 12:00:00 AM
Nomination Status:
Listed Date:
Ref Num:
Period:
Category:
Historic District Rating:
Register Name: 34-140-096
Multiple Property Name:
SignificanceLevel1:
SignificanceLevel2:
NR Criteria 1:
NR Criteria 2:
NR Criteria 3: C
NR Criteria 4:

Significance Notes : This bridge retains historic integrity, although it has minor condition problems due to collision damage. It is a good example of pre-World War II steel stringer bridge construction in South Dakota, reflecting both the history and technology of such projects. Bridge 34-140-096 is eligible for listing in the National Register of Historic Places under criterion C, as an example of the steel stringer type for the Depression period.

Local Bridge Improvement Grant (BIG) Procedure

SOUTH DAKOTA STATE HISTORIC PRESERVATION OFFICE
HISTORIC SITES SURVEY BRIDGE FORM 04-16-2015



BRIDGE DETAILS

***Bridge Name:** 34-140-096

Other Name:

***Date Built:** 1935

Significant Person:

Structural System:

Type: Stringer

Length: 50

Style: No Style

Number Of Spans: 2

Materials: Steel

ApproachSpanType: N/A

Occupied:

***UTM Zone:** 14

Accessible:

***UTM Easting:** 594245.0000

***UTM Northing:** 4801719.0000

Restricted: N

Altered/Moved Notes:

Physical Notes: This structure is a two span steel stringer bridge that carries 418th Avenue (paved) over the North Branch of Dry Creek. It is located in rural Hutchinson County about 8.5 miles southeast of Parkston in a region of cultivated fields and rolling grassland. The superstructure consists of 12 steel I-beam stringers supporting a concrete deck. Precast concrete balustrade rails with elliptical openings flank the bridge. A short portion of the south end of the west rail has been damaged by a vehicle collision. Abutments, backwalls, and wingwalls are solid concrete. The intermediate pier is open concrete, consisting of two rectangular (in cross section) vertical posts with a solid, cantilevered cap. Recessed panels bearing the date "1935" are found on the insides of the curbs. Other than the moderate rail damage, the structure remains essentially as-built.

Link to National Register Nomination:

No National Register Nomination Available

Appendix B – Structure Design Work Order Requirements

Local Bridge Improvement Grant (BIG) Procedure

Bridge Improvement Grant Work Order Requirements for Structure Design

SCOPE OF SERVICES TEMPLATE – Design

1. **Preparation of sketches of the structure as selected during the TS&L.** The Consultant shall submit general drawing sheets, a riprap layout, and plan/profile of the selected option to the Local Government Assistance Office for review at the START OF DESIGN. (Not applicable for Bid Ready grants.)
2. **Survey and plans for the above referenced project as described in the TS&L letter and Final Hydraulics Data Sheet, design calculations, independent design check, and load ratings.** Review plans (100% complete) are to be submitted in PDF format. Specifications shall follow the most current edition of the Standard Specification for Roads and Bridges. South Dakota Department of Transportation Bid Items, Standard plates and plan notes, from the SDDOT website, must be used in development of the **11” x 17” Non Section Method** plan set.

The consultant shall provide design calculations, independent check, and load ratings for the structure as set forth in the Master Retainer Contract. In addition, load ratings for the Special Hauling Vehicles and Emergency Vehicles specified in **Attachment #2** shall also be submitted. The Consultant is wholly responsible for the accuracy and safe keeping of the design calculations and the independent design check.

3. **Incorporation into the plans of any changes that may be requested in the SDDOT plan review comments or provide written explanation for items not changes.**
4. **Review of shop fabrication drawings as may be required and submittal of the approved shop drawings to the Consultant.** This item is to be completed within two (2) weeks of receipt of shop or fabrication drawings from the contractor and shall be noted accordingly in the plans.
7. **Provide Quality Assurance / Quality Control Testing Plan based on SDDOT Materials Manual.** This document must be reviewed by the SDDOT prior to the notice to proceed being issued to the contractor. See **Appendix D** for requirements.

Please refer to the checklist in **Attachment #1** for the items required to be submitted to the Local Government Assistance Office.

Attachment #3 contains applicable excerpts from the Current SDDOT Consultant Retainer, DOT-900 AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES.

NOTE: Foundation investigation will need to be included for projects that did not have this work included in the preliminary engineering. See BIG Procedures for direction on whether DOT Foundations or a subconsultant on the Retainer for Geotech Investigation will do this work. See also Appendix C, Examples #1 and #2 for requirements.

Local Bridge Improvement Grant (BIG) Procedure

Attachment #1
Local Government Assistance
Checklist for Structure Design Work Order

These items must be submitted to DOT/Local Government Assistance.
If any of these items are missing, the full packet will be returned for completion and resubmission to this office.

Project Number _____ County _____ PCN _____

To be submitted at the START OF DESIGN

- Plan/profile, general drawing sketches, and riprap layout as selected during the TS&L

To be submitted well in advance of anticipated letting

- Review Plans (100% complete & ready for review) in PDF Format
- Design calculations, independent design check, and load ratings

To be submitted after SDDOT plan review is complete

- All Plan Review Comments must be Addressed and Documented
- Final Plans – Electronic PDF file of the engineered, stamped set of plans
- Quality Assurance / Quality Control Testing Plan

Local Bridge Improvement Grant (BIG) Procedure

Attachment #2

Bridge Improvement Grant

Load Rating Requirements for the Special Hauling Vehicles



U.S. Department
of Transportation
Federal Highway
Administration

Memorandum

Subject: **ACTION:** Load Rating of Specialized Hauling
Vehicles

Date: November 15, 2013

/s/ *Original Signed by*

From: Joseph S. Krolak
Acting Director, Office of Bridge Technology

In Reply Refer To:
HIBT-10

To: Federal Lands Highway Division Engineers
Division Administrators

The purpose of this memorandum is to clarify FHWA's position on the analysis of *Specialized Hauling Vehicles* (SHVs) as defined in the AASHTO Manual for Bridge Evaluation (MBE) during bridge load rating and posting to comply with the requirements of the *National Bridge Inspection Standards* (NBIS). The intent of the load rating and posting provisions of the NBIS is to insure that all bridges are appropriately evaluated to determine their safe live load carrying capacity considering all unrestricted legal loads, including State routine permits, and that bridges are appropriately posted if required, in accordance with the MBE.

The SHVs are closely-spaced multi-axle single unit trucks introduced by the trucking industry in the last decade. Examples include dump trucks, construction vehicles, solid waste trucks and other hauling trucks. SHVs generally comply with Bridge Formula B and are for this reason considered legal in all States, if a States' laws do not explicitly exclude the use of such vehicles.

NCHRP Project 12-63 (Report 575, 2007) studied the developments in truck configurations and State legal loads and found that AASHTO Type 3, 3-S2 and 3-3 legal vehicles are not representative of all legal loads, specifically SHVs. As a result, legal load models for SHVs were developed and adopted by AASHTO in 2005, recognizing that there is an immediate need to incorporate SHVs into a State's load rating process, if SHVs operate within a State. The SHV load models in the MBE include SU4, SU5, SU6 and SU7 representing four- to seven-axle SHVs respectively, and a Notional Rating Load (NRL) model that envelopes the four single unit load models and serves as a screening load. If the load rating factor for the NRL model is 1.0 or greater, then there is no need to rate for the single-unit SU4, SU5, SU6 and SU7 loads. However, if the load rating factor for the NRL is less than 1.0, then the single-unit SU4, SU5, SU6 and SU7 loads need to be considered during load rating and posting.

The SHVs create higher force effects, and thus result in lower load ratings for certain bridges, especially those with a shorter span or shorter loading length such as transverse floor beams, when compared to AASHTO Type 3, 3-S2 and 3-3 legal loads and HS20 design load. Therefore, SHVs, i.e., SU4, SU5, SU6 and SU7 or NRL, are to be included in rating and posting analyses in accordance with Article 6A.2.3 and Article 6B.9.2 of the 1st Edition of the MBE (Article 6B.7.2 of the 2nd Edition of the MBE), unless one of the following two conditions is met:

Condition A: The State verifies that State laws preclude SHV use; or

Condition B: The State has its own rating vehicle models for legal loads and verifies that the State legal load models envelope the *applicable* AASHTO SHV loading models specified in Appendix D6A and Figure 6B.9.2-2 of the 1st Edition of the MBE (Figure 6B.7.2-2 of the 2nd Edition of the MBE), and the State legal load models have been included in rating/posting analyses of all bridges. The SHV types, e.g. six- or seven-axle SHVs, precluded by State laws need not be considered.

The SHV load models apply to Allowable Stress Rating, Load Factor Rating, and Load and Resistance Factor Rating in accordance with Section 6A and 6B of the MBE.

The FHWA recognizes that there are bridges in the inventory that have not been rated for SHVs and that it is not feasible to include SHVs in the ratings for the entire inventory at once. FHWA is establishing the following timelines for rating bridges for SHVs, if neither Condition A or B is met:

Group 1: Bridges with the shortest span not greater than 200 feet should be re-rated after their next NBIS inspection, but no later than December 31, 2017, that were last rated by:

- a) either Allowable Stress Rating (ASR) or Load Factor Rating (LFR) method and have an operating rating for the AASHTO Routine Commercial Vehicle either Type 3, Type 3S2, or Type 3-3 less than 33 tons (English), 47 tons (English), or 52 tons (English) respectively; or
- b) Load and Resistance Factor Rating (LRFR) method and have a legal load rating factor for the AASHTO Routine Commercial Vehicle, either Type 3, Type 3S2 or Type 3-3, less than 1.3.

Group 2: Rate those bridges not in Group 1 no later than December 31, 2022.

For either group, if a re-rating is warranted due to changes of structural condition, loadings, or configuration, or other requirements, the re-rating should include SHVs.

The selection of load rating method should comply with FHWA's Policy Memorandum *Bridge Load Ratings for the National Bridge Inventory*, dated October 30, 2006.

A State may utilize an alternative approach in lieu of the above to address the load rating for SHVs for bridges in their inventory; however, the approach must be reviewed and formally accepted by FHWA.

The timeline presented above will be incorporated into the review of Metric 13 under the National Bridge Inspection Program (NBIP); specifically, it is expected that all bridges meeting Group 1 criteria be load rated for SHVs by the end of 2017. Please work with your State to assist them in developing appropriate actions to meet those timelines. If your State is currently developing or implementing a Plan of Corrective Actions (PCA) for load rating bridges, the PCA should be reviewed and modified as necessary to take into account the rating of SHVs for those bridges and these timelines.

We request that you share this memorandum with your State or Federal agency partner. All questions that cannot be resolved at the Division Office level should be directed to Lubin Gao at lubin.gao@dot.gov or at 202-366-4604.

Local Bridge Improvement Grant (BIG) Procedure
Load Rating Requirements for the Emergency Vehicles



Memorandum

Subject: **ACTION:** Load Rating for the FAST Act's
Emergency Vehicles

Date: November 3, 2016

From: /Original signed by/
Joseph L. Hartmann, Ph.D., P.E.
Director, Office of Bridges and Structures

In Reply Refer To: HIBS-1

To: Division Administrators
Federal Lands Highway Division Directors

On December 4, 2015, the President signed into law the *Fixing America's Surface Transportation Act* (FAST Act) (Pub. L. 114-94). Section 1410 of the FAST Act amended 23 U.S.C. 127, *Vehicle weight limitations—Interstate System*, by revising the weight limits for certain vehicles on the Interstate System. The purpose of this memorandum is to provide guidance on maintaining compliance with the load rating and posting requirements of 23 CFR Part 650—specifically for the amended weight limits in 23 U.S.C. 127(r), *Emergency Vehicles, for bridges on the Interstate System and within reasonable access to the Interstate System*. Reasonable access is defined in a September 30, 1992 Non-Regulatory Supplement to 23 CFR Part 658 as at least one-road-mile from access to and from the National Network of highways, which includes the Interstate System, or further if the limits of a State's reasonable access policy for food, fuel, repairs, and rest extend to facilities beyond one-road-mile.

An emergency vehicle as defined in the FAST Act is designed to be used under emergency conditions to transport personnel and equipment to support the suppression of fires and mitigation of other hazardous situations (23 U.S.C. 127(r)(2)). The gross vehicle weight limit for emergency vehicles is 86,000 pounds under section 127(r). The statute imposes the following additional limits, depending upon vehicle configuration:

- 24,000 pounds on a single steering axle
- 33,500 pounds on a single drive axle
- 62,000 pounds on a tandem axle
- 52,000 pounds on a tandem rear drive steer axle

Emergency vehicles are typically operated by fire departments and are primarily equipped for firefighting, but are also used to respond to and mitigate other hazardous situations in

an emergency. These vehicles may not meet Federal Bridge Formula B. They can create higher load effects compared to the AASHTO legal loads (i.e., Types 3, 3S2, 3-3, and SU4 to SU7) which are currently included in the AASHTO Manual for Bridge Evaluation (MBE). The Federal Highway Administration (FHWA) has determined that, for the purpose of load rating, two emergency vehicle configurations produce load effects in typical bridges that envelop the effects resulting from the family of typical emergency vehicles that is covered by the FAST Act:

1. Type EV2 - for single rear axle emergency vehicles

Front Single Axle: 24,000 pounds
Rear Single Axle: 33,500 pounds
Wheelbase: 15 ft.

2. Type EV3 – for tandem rear axle emergency vehicles

Front Single Axle: 24,000 pounds
Rear Tandem Axle: 62,000 pounds (two 31,000 pound axles spaced at 4 ft.)
Wheelbase: 17 ft. (distance from front axle to the centerline of rear tandem axle)

Load ratings (or rating factors) should be determined for these emergency vehicle configurations i.e., Types EV2 and EV3, at the operating or legal load rating level in accordance with the methods specified in the AASHTO MBE, First Edition with two exceptions:

1. Multiple presence: If necessary, when combined with other unrestricted legal loads for rating purposes, the emergency vehicle needs only to be considered in a single lane of one direction of a bridge.
2. Live load factor: A live load factor of 1.3 may be utilized in the Load and Resistance Factor Rating (LRFR) or Load Factor Rating (LFR) method.

Under 23 CFR 650.313(c), all highway bridges must be load rated and, if necessary, posted in accordance with the MBE. Recognizing that States and Federal agencies cannot immediately load rate every Interstate System bridge and bridges within reasonable access to the Interstate, FHWA recommends utilizing the following approach to prioritize load rating and posting for emergency vehicles:

Group 1: Bridges that meet any one of the following criteria do not need to be immediately load rated for emergency vehicles.

- a. An operating or legal load rating factor for the AASHTO Type 3 vehicle of at least 1.85;
- b. an inventory rating factor for the HS 20 design load of at least 1.0 using the LFR method, or

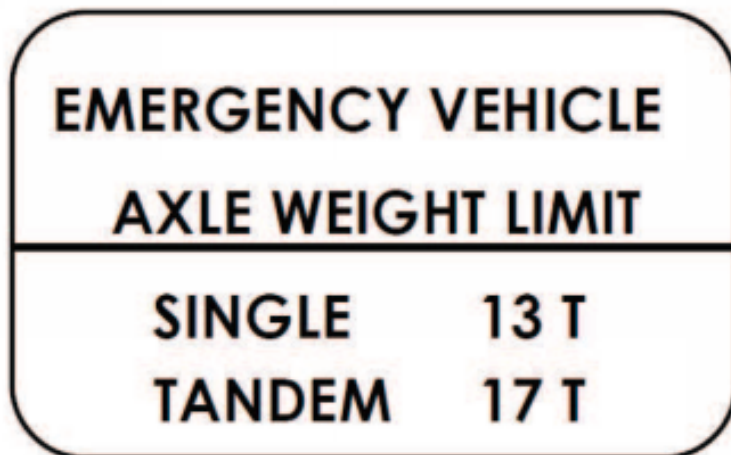
- c. an inventory rating factor for the HL-93 design load of at least 0.9 using the LRFR method.

However, the bridges in this group shall be rated for the emergency vehicles when a normal re-rating is warranted, including changes in structural condition and other loadings.

Group 2: Bridges not in Group 1 should be rated for the emergency vehicles following their next inspection to incorporate the latest condition of the bridge, but no later than December 31, 2019. Emergency vehicles should be included in any new load ratings for these bridges when the load ratings occur before December 31, 2019.

If a State or Federal agency wants to utilize an alternative approach in lieu of the above to group bridges in an inventory for the purpose of prioritization, it should seek FHWA's review and concurrence of the alternative approach. Regardless of the prioritization approach used, the selection of load rating method should comply with FHWA's Policy Memorandum [*Bridge Load Ratings for the National Bridge Inventory, dated October 30, 2006.*](#)

When a load rating results in an operating rating factor less than 1.0 for the emergency vehicles, the bridge shall be appropriately posted for both the governing single axle weight limit and tandem axle weight limit derived from the above emergency vehicle configurations, i.e., Types EV2 and EV3 (23 CFR 650.313(c)). When posting is necessary, the following sign format, using the appropriate weight limits, should be considered:



If a State law allows or exempts emergency vehicles to operate without restriction off the Interstate System as legal loads, 23 CFR 650.313(c) requires bridges on these highways to be load rated and posted, if necessary, for these vehicles. Unless State law relies on a different definition of emergency vehicle than that included in the FAST Act (23 U.S.C. 127(r)(2)), States can perform load ratings on these highways using the two emergency vehicle configurations included in this memorandum.

Division Offices should work with their State DOT or Federal agency partners to develop

an action plan by March 31, 2017, with defined tasks, completion dates, and progress reporting requirements. Although this guidance focuses on highway bridges, 23 CFR 650.513(g) also requires States and Federal agencies to load rate and post highway tunnels, if necessary. Therefore, the action plan should also incorporate highway tunnels. States and Federal agencies should load rate tunnels for the emergency vehicle configurations above by December 31, 2019. Each Division Office should coordinate this action plan with its Bridge Safety Engineer.

We request that you share this memorandum with your State DOT or Federal agency partners immediately. If you have any questions or need more information, please contact Lubin Gao at (202)366-4604 or Lubin.Gao@dot.gov, or your Bridge Safety Engineer.

cc:

Directors of Field Services
Director of Technical Service
HIBS-10
HIBS-30
HRDI-1
Team Manager, RC Structures TST
Branch Chief, FLH Bridge Engineer

Attachment #3

Bridge Improvement Grant

Excerpts from the Current DOT-900 (10/2019) AGREEMENT FOR PROFESSIONAL SERVICES

E. GENERAL PROVISIONS, FURNISHING OF DOCUMENTS

2. **Furnishing of documents.** Except where otherwise specifically provided in this Agreement or in the Work Order, the CONSULTANT will furnish documents in accordance with this Section.

The CONSULTANT will timely furnish to the DEPARTMENT all plans, specifications, drawings, reports, exhibits, photographs, agreements, deeds, presentations, files and other documents and deliverables necessary for satisfactory completion of the specified categories of work. The DEPARTMENT may require construction documents to be submitted in electronic or paper format, or both.

The CONSULTANT will furnish to the DEPARTMENT any design, check design, and load rating computations required for the specified categories of work.

The CONSULTANT will provide any survey documents for bench levels and for the checking of bench levels on standard loose-leaf transit field book sheets. The CONSULTANT will provide electronic copies of any of the following Bentley InRoads files created in connection with specified categories of work: FWD file, DGN file, DTM file, ALG file, and the RAW data file. The FWD file, DGN file, DTM file, and ALG file will be compatible with the DEPARTMENT'S current version of InRoads. The RAW data file will be in ASCII format and will include the following information: point number, northing, easting, elevation description, and any pertinent notes corresponding to a particular point.

D. TECHNICAL REQUIREMENTS AND PROVISIONS

2. **Preparation of Construction Plans.** If the categories of services identified on page one of this Agreement involve the preparation of construction plans and specifications, the CONSULTANT will comply with the following requirements:

- a. The CONSULTANT will furnish and deliver to the DEPARTMENT original drawings of all sheets comprising the set of plans, together with all reports, drawings, computer files, studies, memoranda, and other data pertaining to the preparation of the plans.
- b. The CONSULTANT will furnish to the DEPARTMENT an electronic MS Word file of all supplemental specifications and special provisions.
- c. The CONSULTANT will use a consistent DEPARTMENT-approved format for notes, tables, and rates of materials.
- d. The CONSULTANT will prepare plans on sheets 11" x 17" or 8 ½" x 11" in size, under the guidance of the Road Design Manual's Chapter 18 – Plans Assembly: <https://dotfiles.sd.gov/rd/rdmch18.pdf> or as directed by the DEPARTMENT. The CONSULTANT will follow Chapter 18 of the DEPARTMENT'S Road Design Manual as it relates to plans produced by consultants in order to provide accurate electronic plans and bid items for the DEPARTMENT'S electronic bidding system. The CONSULTANT will utilize the DEPARTMENT'S websites: <https://dot.sd.gov/doing-business/engineering/design-services/downloadable-files> and <https://dot.sd.gov/doing-business/engineering/design-services/forms-manuals> for Plan Preparation (i.e. Road Design Manual, CADD Procedure Manual, and User Guide for Electronic Plan Review), Downloadable Files (i.e. Form Letters, Microstation and InRoad files, and Plan Notes), and other information as necessary to design and prepare plans. The CONSULTANT will follow the properties and procedures for the DEPARTMENT'S electronic plans as set forth in documents located at the following web site address: <https://dot.sd.gov/doing-business/engineering/design-services/forms-manuals>. Electronic plans are required for bid-letting purposes and must contain a watermark on each

Local Bridge Improvement Grant (BIG) Procedure

sheet stating "For Bidding Purposes Only."

- e. The CONSULTANT will prepare plans with sufficient precision in accordance with the Road Design Manual – Chapter 18 – Construction Rounding Guidelines (<https://dotfiles.sd.gov/rd/rdmch18.pdf>).
 - f. The CONSULTANT will furnish such other pertinent information and data with respect to the plans and designs as the DEPARTMENT may request.
 - g. All persons designing, detailing, and checking structure plans will legibly place their names or initials on each plan sheet in the spaces provided for this purpose.
 - h. The DEPARTMENT will designate the basic premises and criteria for the design. The CONSULTANT will develop plans in accordance with the DEPARTMENT'S standard specifications for roadway and bridge construction, 2015 edition, as modified by any supplemental provisions in place at the time of the work order.
 - i. The CONSULTANT will prepare and furnish to the DEPARTMENT special provisions in standard DEPARTMENT format for items of work included in the plans which are not covered by the DEPARTMENT'S existing standard specifications, plan notes, and special provisions.
 - j. The CONSULTANT will ensure scales, lettering, and the general delineation of the plans mirror the DEPARTMENT format and provide readily legible reproductions.
 - k. The CONSULTANT will ensure each plan sheet bears the professional seal and endorsement as required by the South Dakota Board of Technical Professions.
 - l. The CONSULTANT will use software acceptable to the DEPARTMENT. The DEPARTMENT'S standard software programs are the Bentley Civil Products (InRoads Suite), MicroStation, AASHTOWare BrR and BrD products, Adobe Acrobat, Bluebeam, and the Microsoft Office Suite.
- 3. Category-Specific Technical Requirements and Provisions.** For all categories of services identified on page one of this Agreement, the CONSULTANT must also comply with the technical requirements and provisions associated with each category. The following technical requirements and provisions are associated with the following categories of work, unless expressly modified by the work order.

c. **BRIDGE DESIGN (STATE) AND BRIDGE DESIGN (LOCAL).**

- i. Prior to initiating design, the CONSULTANT will be required to submit the Quality Control/Quality Assurance (QC/QA) plan/procedure to be followed for structure design to the DEPARTMENT for approval.
- ii. The CONSULTANT may not begin structure design work until the QC/QA plan/procedure is approved and documented. The DEPARTMENT must review and approve all modifications to an approved QC/QA plan/procedure prior to the CONSULTANT commencing structure design work.
- iii. The CONSULTANT will design bridges, box culverts, and miscellaneous highway structures in accordance with the South Dakota Structure Design Manual and the edition of the "AASHTO LRFD Bridge Design Specifications," currently in place at the time of execution of the Work Order, except as modified by the DEPARTMENT'S design practices. The CONSULTANT will design highway structures for HL-93 vehicular live loading. Additional design criteria may be included in the Scope of Work.

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- iv. The CONSULTANT will load rate each structure using AASHTOWare BrR software, including culverts that are bridge length, in accordance with the edition of the AASHTO "Manual for Bridge Evaluation" with the latest Interim Revisions using the LRFR method currently in place at the time of execution of the Work Order. The CONSULTANT will perform an HL-93 Load Rating for each structure at Inventory and Operating levels. The CONSULTANT will also perform a Legal Load Rating for South Dakota legal trucks, the notional rating load, the four specialized hauling vehicles, and emergency vehicles. The CONSULTANT will submit a copy of the rating analyses to the DEPARTMENT along with the Final Plans for bid letting purposes. Load ratings must be above the legal loads. The CONSULTANT will provide a separate summary table of all load ratings to be included in the Bridge Inspection file.
 - v. The CONSULTANT will provide the DEPARTMENT a hard copy of design computations, independent check design computations, and load ratings, including computer output if applicable, as well as an electronic copy of the BrR model with the final review set of drawings.
 - vi. The CONSULTANT will review shop plans for fabricated items and will forward marked-up shop plans to the DEPARTMENT for the DEPARTMENT'S opportunity for review. Any review by the DEPARTMENT is limited to general conformance with the contract plans and specifications only. If the DEPARTMENT returns the shops plans for revision, the CONSULTANT must make the revisions and resubmit the shop plans for the DEPARTMENT'S opportunity for review. The CONSULTANT will not arrange for fabrication unless the DEPARTMENT has confirmed, in writing, a completed review with a response of "No Exceptions Noted" or "Not Required for Review."
 - vii. Survey for roadway and hydraulic design will be in accordance with the edition of the Department of Transportation Survey Manual currently in place at the time of execution of the Work Order.
 - viii. Hydrologic/hydraulic design will be in accordance with the edition of the South Dakota Drainage Manual (and its revisions) currently in place at the time of execution of the Work Order.
- d. **ROADWAY DESIGN (STATE) AND ROADWAY DESIGN (LOCAL)**
- i. For Roadway Design (STATE) and Roadway Design (LOCAL), design work will be in accordance with the editions of the following manuals, guidance, and policies in place at the time of the execution of the Work Order, including any interim revisions:
 - a. Department of Transportation Road Design Manual
 - b. American Association of State Highway and Transportation Officials (AASHTO) Specifications; and
 - c. A Policy on Geometric Design of Highways and Streets.
 - ii. For Roadway Design (LOCAL), design work will also be in accordance with the Local Roads Plan.
 - iii. When final plans are delivered to the DEPARTMENT, the CONSULTANT will complete and submit a checklist, on a form approved by the DEPARTMENT, certifying that a separate check has been performed, all review revisions have been made, and the plans are correct and complete.
 - iv. The CONSULTANT will furnish basic design criteria in the Scope Summary Report and in the Scope of Services.
 - v. The CONSULTANT may obtain standard drawings of roadway appurtenances from the DEPARTMENT'S Office of Road Design.
 - vi. The CONSULTANT will contact the DEPARTMENT'S Office of Bridge Design if a DEPARTMENT structure's drainage area is greater than one thousand (1,000) acres. For these structures, the DEPARTMENT'S Office of Bridge Design (OBD) will make a hydraulics

- recommendation or will concur on the hydraulics requirement if hydraulics is part of the Work Order scope.
- vii. The DEPARTMENT will furnish basic surfacing design criteria, such as type, thickness, and width of pavement.
 - viii. The DEPARTMENT will furnish material recommendations.
 - ix. Surveys for roadway and hydraulic design will be in accordance with the edition of the Department of Transportation Survey Manual currently in place at the time of execution of the Work Order.
 - x. Hydrologic/hydraulic design will be in accordance with the edition of the South Dakota Drainage Manual (and its revisions) currently in place at the time of execution of the Work Order.
- g. **CONSTRUCTION ADMINISTRATION/INSPECTION/TESTING (STATE).** The CONSULTANT will complete the work in accordance with the technical requirements and provisions contained in **Attachment B**.

ATTACHMENT B

CONSTRUCTION ADMINISTRATION/INSPECTION/TESTING (STATE) TECHNICAL REQUIREMENTS AND PROVISIONS

The CONSULTANT will:

1. Be knowledgeable of the requirements of the project plans and specifications, the DEPARTMENT'S Survey Manual, Road Design Manual, South Dakota Drainage Manual, and Computer-Aided Design and Drafting (CADD) Procedures Manual.
2. Assure project personnel are knowledgeable of their duties and responsibilities.
3. Assure project personnel are knowledgeable of the DEPARTMENT'S Materials Manual.
4. Oversee day to day activities to ensure the project is constructed in accordance with plans and specifications.
5. Ensure all documentation and reports are accurate, timely and current.
6. Arrange for the preparation and submission of biweekly progress reports, construction change orders, progress pay estimates, the final pay estimate, and the final construction change order, all on the current version of the DEPARTMENT'S Construction Management and Payment System ("CM&P"). The CONSULTANT will use CM&P solely for DEPARTMENT purposes. The DEPARTMENT reserves a royalty- free, non-exclusive, and irrevocable license to reproduce, publish, and otherwise use and authorize others to use CM&P, and CM&P will remain the property of the DEPARTMENT. The CONSULTANT may not sell or reproduce CM&P or its parts without the DEPARTMENT'S express written permission. The CONSULTANT'S personnel (project engineers, inspectors, and test persons) will receive a one-time training from the DEPARTMENT on the use of CM&P during the regularly scheduled training sessions.
7. Require all individuals providing acceptance testing and independent assurance testing of construction materials or acceptance inspection to record all data and results electronically on the current version of the DEPARTMENT'S CM&P, or as instructed by the DEPARTMENT.
8. Require all individuals providing acceptance testing and independent assurance testing of materials or acceptance inspection to meet the requirements of the DEPARTMENT'S Materials Testing and Inspection Certification Program Manual.
9. Ensure testing equipment identified in the DEPARTMENT'S Materials Testing and Inspection

Certification Program Manual is calibrated and documented according to the designated frequencies and procedures designated in the Manual.

10. Perform other duties as assigned by the DEPARTMENT.

The CONSULTANT'S PROJECT ENGINEER will:

1. Assist with conducting the pre-construction meeting.
2. Prepare and electronically submit biweekly progress reports, construction change orders, progress pay estimates, final estimate, and final construction change order electronically on the current version of CM&P.
3. Handle equal employment opportunity (EEO) and labor compliance activities.
4. Ensure that subcontractors working on the project are approved by the DEPARTMENT.

The CONSULTANT'S INSPECTOR will:

1. Assure the asphalt or concrete plant is properly calibrated.
2. Perform scale accuracy checks.
3. Ensure construction activities remain inside the acquired right-of-way or easement as specified on the plans unless approved by the DEPARTMENT.

The CONSULTANT'S SURVEY PARTY CHIEF will:

1. Record field notes for slope stakes, blue tops, paving grades, pipe, structure layout, and other items of the same sort in electronic format, FWD files, DGN files, DTM files, ALG files, and RAW files compatible to the current version of InRoads being used by the DEPARTMENT.
2. Set centerline, offset lines, bluetops, slope stakes, pipe stakes, structure stakes, and other items of the same sort by electronic or manual means.
3. Run bench levels within acceptable tolerances of the DEPARTMENT'S Survey Manual and maintain field notes on standard loose-leaf transit field book sheets.
4. Obtain necessary topographic data within acceptable tolerances of the DEPARTMENT'S Survey Manual.
5. Supervise and assure the survey crew is knowledgeable as to its duties and responsibilities.

The CONSULTANT'S TESTERS will:

1. Be knowledgeable of the requirements of the project plans and specifications.
2. Sample and test materials for acceptance as specified by the DEPARTMENT'S Materials Manual. Perform material tests for QC/QA projects in accordance with QC/QA manual and have the proper QC/QA certification.
3. Recognize and have the ability to take corrective action for calibration of testing equipment.

Appendix C – Structure Preservation or Rehabilitation Work Order Requirements

Local Bridge Improvement Grant (BIG) Procedure

Bridge Improvement Grant

Work Order Requirements for Structure Preservation or Rehabilitation

Note: Not all preservation or rehabilitation work will require hydraulic analysis or foundation investigation. For this reason, several of the related items below have been marked “**if needed.**” If the Subject project does not require hydraulic analysis and/or foundation investigation, simply do not include these items in the breakdown of estimated costs.

SCOPE OF SERVICES TEMPLATE – Structure Preservation or Rehabilitation

1. **Field survey for completion of the Drainage Data Sheet and Contour Map.** The information required for placement on these sheets is listed below. An example is attached containing the required information.
 - Stationing from south to north or west to east.
 - Beginning and ending stations of the current structure.
 - Proposed and in-place gradelines.
 - Stream profile. (Including a table of stations and elevations for each shot taken.)
 - Sea level datum is required. Stations, elevations, and offsets from and descriptions of permanent objects will be required for project benchmarks. (The High Accuracy Reference Network (HARN) map and the County Bench Mark map for the State of South Dakota can be found on the SDDOT website.)
 - Include an electronic file containing the plan/profile of the in-place gradeline at the structure.
 - Landowners with their addresses, phone numbers, and location of property.
 - Utilities with their addresses, phone numbers, and locations along the project.

2. **Field survey as necessary for preparation of construction plans.** Required information is listed below.
 - Establishment of transit points, land ties and benchmarks as well as cross sections and topography. (Stations, elevations, and offsets from permanent objects will be required for project benchmarks.)
 - Project limits as established by consultation with the County Highway Superintendent.
 - Additional legal survey as required for preparation of right-of-way plats.
 - The geometrics of horizontal and vertical alignment in accordance with the Local Roads Plan design standards.
 - Survey notes are to be retained on file with the Consultant for subsequent use in the preparation of construction plans and are to be available to the County upon request.

3. **(If needed.) Preliminary Hydraulic Data Sheet, Plan/Profile Sketches (Preliminary Hydraulic Layouts) and gradelines, Electronic Copy of HEC-RAS File, Draft Hydraulic Design Report in accordance with the newest version of the South Dakota Drainage Manual, and cost estimates for existing and all proposed structure alternatives. (More than one feasible alternative is required. This includes options on different alignments if applicable. The options need to be acceptable to the owner’s future needs and maintenance capabilities.)** The newest version of the South Dakota Drainage Manual is available on the SDDOT website. Guidance and examples can be found in Chapter 6 of the manual. **The current preliminary hydraulic data sheet to be used can be found in each consultant’s LGA SFTP folder.** Directions for filling out the form can be found at the same location. All items will be submitted to the Local Government Assistance Office for distribution to SDDOT personnel for review for compliance with minimum required State and Federal standards. Necessary revisions shall be provided in writing by the SDDOT and shall be forwarded to the Consultant by the Local Government Assistance (LGA) Office. Necessary revisions shall be completed by the consultant and the Revised Draft Hydraulic Design Report submitted within 2 weeks of receipt of revisions from LGA. The Consultant is wholly responsible for the accuracy of the design calculations and the independent check design calculations.

4. **(If needed.) Conduct TS&L inspection, assistance in the selection of the type of preservation or rehabilitation, and preparation of TS&L summary letter.** The county or city (owner) shall be in attendance and advance notice given the Local Government Assistance Office so if time allows, a staff member can attend.

5. **(If needed.) Report of Foundation Investigation.** Conduct field investigation and provide design recommendations according to AASHTO LRFD Bridge Design Specifications Section 10. Report shall include

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boring information, lab results, and design recommendations. See **Examples #1 and #2, following the attachments**, for reports that are typically developed by SDDOT Geotechnical Engineering Activity.

6. **(If needed.) For Structure Option: Final Hydraulic Design Report, Final Hydraulic Data Sheet (use the current data sheet found in each consultant's LGA SFTP folder,) HEC RAS model with existing and proposed conditions and if the bridge scour protection is needed, Scour Memo summarizing hydraulic scour calculation, Scour Calculation, and Berm Slope Protection Recommendations (if applicable.)**
7. **Survey and plans for the above referenced project as described in the application or TS&L letter (if applicable) and Final Hydraulics Data Sheet, design calculations, independent design check, and load ratings.** Review plans (100% complete) are to be submitted in PDF format. Specifications shall follow the most current edition of the Standard Specification for Roads and Bridges. South Dakota Department of Transportation Bid Items, Standard plates and plan notes, from the SDDOT website, must be used in development of the **11" x 17" Non Section Method** plan set.

If applicable to the type of rehabilitation, the consultant shall provide design calculations, independent check, and load ratings for the structure as set forth in the Master Retainer Contract. In addition, load ratings for the Special Hauling Vehicles and Emergency Vehicles specified in **Attachment #3** shall also be submitted. The Consultant is wholly responsible for the accuracy and safe keeping of the design calculations and the independent design check.
8. **Incorporation into the plans of any changes that may be requested in the SDDOT plan review comments or provide written explanation for items not changes.**
9. **Review of shop fabrication drawings as may be required and submittal of the approved shop drawings to the Consultant.** This item is to be completed within two (2) weeks of receipt of shop or fabrication drawings from the contractor and shall be noted accordingly in the plans.
10. **Provide Quality Assurance / Quality Control Testing Plan based on SDDOT Materials Manual.** This document must be reviewed by the SDDOT prior to the notice to proceed being issued to the contractor. See **Appendix D** for requirements.

Please refer to the checklist in **Attachment #1** for the TS&L Packet of items that shall be submitted to the Local Government Assistance Office.

Attachment #2 contains applicable excerpts from the Current SDDOT Consultant Retainer, DOT-900 AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES.

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Attachment #1 Bridge Improvement Grant Checklist for Structure Preservation or Rehabilitation Work Order

[These items must be submitted to DOT/Local Government Assistance.](#)
[If any of these items are missing, the full packet will be returned for completion and resubmission to this office.](#)

Project Number _____ County _____ PCN _____

CROSS OFF ANY NON-APPLICABLE ITEMS

Survey Sheets and Contour Map including the following information:

Stationing from south to north or west to east

Beginning and ending stations of the existing structure

Beginning and ending stations of proposed structures

Proposed and existing gradelines

Stream profile and cross sections (Downstream to upstream direction including a table showing stations and elevations for each shot taken)

Elevation and location of buildings and other structures

Survey information using sea level datum and showing station, elevation, offset, and physical description of each project benchmark

Landowner names, addresses, phone numbers, and legal descriptions of their property

Utility names, addresses, phone numbers, and locations along the project

Preliminary Hydraulic Data Sheet (use current data sheet found each consultant's LGA SFTP folder:

Calculated flows

Inplace conditions (Ordinary High Water Elevation, HW₁₀₀, Vmax, OTfr)

Proposed conditions for each option (HW₂, HW₂₃, HW₁₀₀, Vmax Qot, OTfr, ELovertop)

Ordinary High Water Elevation Shown on Cross-Sections (vegetation elevation on stream banks – approx. 2-year flow)

Observed High Water Elevation (identifiable high water mark)

Electronic copy of HEC-RAS model of existing and proposed conditions

Plan and profile sketches (preliminary hydraulic layout sheets) for the existing structure and proposed gradelines for each option (More than one feasible alternative is required. This includes options on different alignments if applicable. The options need to be acceptable to the owner's future needs and maintenance capabilities.)

Cost Estimates (including design and construction engineering and construction costs for each option.)

Revised Draft Hydraulic Report

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- TS&L Summary Letter
- Report of Foundation Investigation (see Examples 3 and 4 in this appendix)
- For Structure Chosen at TS&L
 - Final Hydraulic Design Report
 - Final Hydraulic Data Sheet (use current data sheet found each consultant's LGA SFTP folder)
 - HEC RAS model with existing and proposed conditions
 - Scour memo, scour calculations, and berm slope protection recommendations (Bridges Only)
- Plan/profile, general drawing sketches, and riprap layout as selected during the TS&L
- Review Plans (100% complete & ready for review) in PDF Format
- Design calculations, independent design check, and load ratings

To be submitted after plan review is complete

- Memo Addressing Plan Review Comments
- Final Plans – Electronic PDF file of the engineered, stamped set of plans
- Quality Assurance / Quality Control Testing Plan

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Attachment #2

Bridge Improvement Grant

Excerpts from the Current DOT-900 (10/2019) AGREEMENT FOR PROFESSIONAL SERVICES

E. GENERAL PROVISIONS, FURNISHING OF DOCUMENTS

2. **Furnishing of documents.** Except where otherwise specifically provided in this Agreement or in the Work Order, the CONSULTANT will furnish documents in accordance with this Section.

The CONSULTANT will timely furnish to the DEPARTMENT all plans, specifications, drawings, reports, exhibits, photographs, agreements, deeds, presentations, files and other documents and deliverables necessary for satisfactory completion of the specified categories of work. The DEPARTMENT may require construction documents to be submitted in electronic or paper format, or both.

The CONSULTANT will furnish to the DEPARTMENT any design, check design, and load rating computations required for the specified categories of work.

The CONSULTANT will provide any survey documents for bench levels and for the checking of bench levels on standard loose-leaf transit field book sheets. The CONSULTANT will provide electronic copies of any of the following Bentley InRoads files created in connection with specified categories of work: FWD file, DGN file, DTM file, ALG file, and the RAW data file. The FWD file, DGN file, DTM file, and ALG file will be compatible with the DEPARTMENT'S current version of InRoads. The RAW data file will be in ASCII format and will include the following information: point number, northing, easting, elevation description, and any pertinent notes corresponding to a particular point.

D. TECHNICAL REQUIREMENTS AND PROVISIONS

2. **Preparation of Construction Plans.** If the categories of services identified on page one of this Agreement involve the preparation of construction plans and specifications, the CONSULTANT will comply with the following requirements:

- a. The CONSULTANT will furnish and deliver to the DEPARTMENT original drawings of all sheets comprising the set of plans, together with all reports, drawings, computer files, studies, memoranda, and other data pertaining to the preparation of the plans.
- b. The CONSULTANT will furnish to the DEPARTMENT an electronic MS Word file of all supplemental specifications and special provisions.
- c. The CONSULTANT will use a consistent DEPARTMENT-approved format for notes, tables, and rates of materials.
- d. The CONSULTANT will prepare plans on sheets 11" x 17" or 8 ½" x 11" in size, under the guidance of the Road Design Manual's Chapter 18 – Plans Assembly: <https://dotfiles.sd.gov/rd/rdmch18.pdf> or as directed by the DEPARTMENT. The CONSULTANT will follow Chapter 18 of the DEPARTMENT'S Road Design Manual as it relates to plans produced by consultants in order to provide accurate electronic plans and bid items for the DEPARTMENT'S electronic bidding system. The CONSULTANT will utilize the DEPARTMENT'S websites: <https://dot.sd.gov/doing-business/engineering/design-services/downloadable-files> and <https://dot.sd.gov/doing-business/engineering/design-services/forms-manuals> for Plan Preparation (i.e. Road Design Manual, CADD Procedure Manual, and User Guide for Electronic Plan Review), Downloadable Files (i.e. Form Letters, Microstation and InRoad files, and Plan Notes), and other information as necessary to design and prepare plans. The CONSULTANT will follow the properties and procedures for the DEPARTMENT'S electronic plans as set forth in documents located at the following web site address: <https://dot.sd.gov/doing-business/engineering/design-services/forms-manuals>. Electronic plans are required for bid-letting purposes and must contain a watermark on each

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sheet stating "For Bidding Purposes Only."

- e. The CONSULTANT will prepare plans with sufficient precision in accordance with the Road Design Manual – Chapter 18 – Construction Rounding Guidelines (<https://dotfiles.sd.gov/rd/rdmch18.pdf>).
 - f. The CONSULTANT will furnish such other pertinent information and data with respect to the plans and designs as the DEPARTMENT may request.
 - g. All persons designing, detailing, and checking structure plans will legibly place their names or initials on each plan sheet in the spaces provided for this purpose.
 - h. The DEPARTMENT will designate the basic premises and criteria for the design. The CONSULTANT will develop plans in accordance with the DEPARTMENT'S standard specifications for roadway and bridge construction, 2015 edition, as modified by any supplemental provisions in place at the time of the work order.
 - i. The CONSULTANT will prepare and furnish to the DEPARTMENT special provisions in standard DEPARTMENT format for items of work included in the plans which are not covered by the DEPARTMENT'S existing standard specifications, plan notes, and special provisions.
 - j. The CONSULTANT will ensure scales, lettering, and the general delineation of the plans mirror the DEPARTMENT format and provide readily legible reproductions.
 - k. The CONSULTANT will ensure each plan sheet bears the professional seal and endorsement as required by the South Dakota Board of Technical Professions.
 - l. The CONSULTANT will use software acceptable to the DEPARTMENT. The DEPARTMENT'S standard software programs are the Bentley Civil Products (InRoads Suite), MicroStation, AASHTOWare BrR and BrD products, Adobe Acrobat, Bluebeam, and the Microsoft Office Suite.
- 3. Category-Specific Technical Requirements and Provisions.** For all categories of services identified on page one of this Agreement, the CONSULTANT must also comply with the technical requirements and provisions associated with each category. The following technical requirements and provisions are associated with the following categories of work, unless expressly modified by the work order.

c. **BRIDGE DESIGN (STATE) AND BRIDGE DESIGN (LOCAL).**

- i. Prior to initiating design, the CONSULTANT will be required to submit the Quality Control/Quality Assurance (QC/QA) plan/procedure to be followed for structure design to the DEPARTMENT for approval.
- ii. The CONSULTANT may not begin structure design work until the QC/QA plan/procedure is approved and documented. The DEPARTMENT must review and approve all modifications to an approved QC/QA plan/procedure prior to the CONSULTANT commencing structure design work.
- iii. The CONSULTANT will design bridges, box culverts, and miscellaneous highway structures in accordance with the South Dakota Structure Design Manual and the edition of the "AASHTO LRFD Bridge Design Specifications," currently in place at the time of execution of the Work Order, except as modified by the DEPARTMENT'S design practices. The CONSULTANT will design highway structures for HL-93 vehicular live loading. Additional design criteria may be included in the Scope of Work.

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- iv. The CONSULTANT will load rate each structure using AASHTOWare BrR software, including culverts that are bridge length, in accordance with the edition of the AASHTO "Manual for Bridge Evaluation" with the latest Interim Revisions using the LRFR method currently in place at the time of execution of the Work Order. The CONSULTANT will perform an HL-93 Load Rating for each structure at Inventory and Operating levels. The CONSULTANT will also perform a Legal Load Rating for South Dakota legal trucks, the notional rating load, the four specialized hauling vehicles, and emergency vehicles. The CONSULTANT will submit a copy of the rating analyses to the DEPARTMENT along with the Final Plans for bid letting purposes. Load ratings must be above the legal loads. The CONSULTANT will provide a separate summary table of all load ratings to be included in the Bridge Inspection file.
 - v. The CONSULTANT will provide the DEPARTMENT a hard copy of design computations, independent check design computations, and load ratings, including computer output if applicable, as well as an electronic copy of the BrR model with the final review set of drawings.
 - vi. The CONSULTANT will review shop plans for fabricated items and will forward marked-up shop plans to the DEPARTMENT for the DEPARTMENT'S opportunity for review. Any review by the DEPARTMENT is limited to general conformance with the contract plans and specifications only. If the DEPARTMENT returns the shops plans for revision, the CONSULTANT must make the revisions and resubmit the shop plans for the DEPARTMENT'S opportunity for review. The CONSULTANT will not arrange for fabrication unless the DEPARTMENT has confirmed, in writing, a completed review with a response of "No Exceptions Noted" or "Not Required for Review."
 - vii. Survey for roadway and hydraulic design will be in accordance with the edition of the Department of Transportation Survey Manual currently in place at the time of execution of the Work Order.
 - viii. Hydrologic/hydraulic design will be in accordance with the edition of the South Dakota Drainage Manual (and its revisions) currently in place at the time of execution of the Work Order.
- d. **ROADWAY DESIGN (STATE) AND ROADWAY DESIGN (LOCAL).**
- i. For Roadway Design (STATE) and Roadway Design (LOCAL), design work will be in accordance with the editions of the following manuals, guidance, and policies in place at the time of the execution of the Work Order, including any interim revisions:
 - a. Department of Transportation Road Design Manual
 - b. American Association of State Highway and Transportation Officials (AASHTO) Specifications; and
 - c. A Policy on Geometric Design of Highways and Streets.
 - ii. For Roadway Design (LOCAL), design work will also be in accordance with the Local Roads Plan.
 - iii. When final plans are delivered to the DEPARTMENT, the CONSULTANT will complete and submit a checklist, on a form approved by the DEPARTMENT, certifying that a separate check has been performed, all review revisions have been made, and the plans are correct and complete.
 - iv. The CONSULTANT will furnish basic design criteria in the Scope Summary Report and in the Scope of Services.
 - v. The CONSULTANT may obtain standard drawings of roadway appurtenances from the DEPARTMENT'S Office of Road Design.
 - vi. The CONSULTANT will contact the DEPARTMENT'S Office of Bridge Design if a DEPARTMENT structure's drainage area is greater than one thousand (1,000) acres. For these structures, the DEPARTMENT'S Office of Bridge Design (OBD) will make a hydraulics

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recommendation or will concur on the hydraulics requirement if hydraulics is part of the Work Order scope.

- vii. The DEPARTMENT will furnish basic surfacing design criteria, such as type, thickness, and width of pavement.
 - viii. The DEPARTMENT will furnish material recommendations.
 - ix. Surveys for roadway and hydraulic design will be in accordance with the edition of the Department of Transportation Survey Manual currently in place at the time of execution of the Work Order.
 - x. Hydrologic/hydraulic design will be in accordance with the edition of the South Dakota Drainage Manual (and its revisions) currently in place at the time of execution of the Work Order.
- g. **CONSTRUCTION ADMINISTRATION/INSPECTION/TESTING (STATE)**. The CONSULTANT will complete the work in accordance with the technical requirements and provisions contained in **Attachment B**.

ATTACHMENT B

CONSTRUCTION ADMINISTRATION/INSPECTION/TESTING (STATE) TECHNICAL REQUIREMENTS AND PROVISIONS

The CONSULTANT will:

1. Be knowledgeable of the requirements of the project plans and specifications, the DEPARTMENT'S Survey Manual, Road Design Manual, South Dakota Drainage Manual, and Computer-Aided Design and Drafting (CADD) Procedures Manual.
2. Assure project personnel are knowledgeable of their duties and responsibilities.
3. Assure project personnel are knowledgeable of the DEPARTMENT'S Materials Manual.
4. Oversee day to day activities to ensure the project is constructed in accordance with plans and specifications.
5. Ensure all documentation and reports are accurate, timely and current.
6. Arrange for the preparation and submission of biweekly progress reports, construction change orders, progress pay estimates, the final pay estimate, and the final construction change order, all on the current version of the DEPARTMENT'S Construction Management and Payment System ("CM&P"). The CONSULTANT will use CM&P solely for DEPARTMENT purposes. The DEPARTMENT reserves a royalty- free, non-exclusive, and irrevocable license to reproduce, publish, and otherwise use and authorize others to use CM&P, and CM&P will remain the property of the DEPARTMENT. The CONSULTANT may not sell or reproduce CM&P or its parts without the DEPARTMENT'S express written permission. The CONSULTANT'S personnel (project engineers, inspectors, and test persons) will receive a one-time training from the DEPARTMENT on the use of CM&P during the regularly scheduled training sessions.
7. Require all individuals providing acceptance testing and independent assurance testing of construction materials or acceptance inspection to record all data and results electronically on the current version of the DEPARTMENT'S CM&P, or as instructed by the DEPARTMENT.
8. Require all individuals providing acceptance testing and independent assurance testing of materials or acceptance inspection to meet the requirements of the DEPARTMENT'S Materials Testing and Inspection Certification Program Manual.
9. Ensure testing equipment identified in the DEPARTMENT'S Materials Testing and Inspection Certification Program Manual is calibrated and documented according to the designated frequencies and procedures designated in the Manual.

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10. Perform other duties as assigned by the DEPARTMENT.

The CONSULTANT'S PROJECT ENGINEER will:

1. Assist with conducting the pre-construction meeting.
2. Prepare and electronically submit biweekly progress reports, construction change orders, progress pay estimates, final estimate, and final construction change order electronically on the current version of CM&P.
3. Handle equal employment opportunity (EEO) and labor compliance activities.
4. Ensure that subcontractors working on the project are approved by the DEPARTMENT.

The CONSULTANT'S INSPECTOR will:

1. Assure the asphalt or concrete plant is properly calibrated.
2. Perform scale accuracy checks.
3. Ensure construction activities remain inside the acquired right-of-way or easement as specified on the plans unless approved by the DEPARTMENT.

The CONSULTANT'S SURVEY PARTY CHIEF will:

1. Record field notes for slope stakes, blue tops, paving grades, pipe, structure layout, and other items of the same sort in electronic format, FWD files, DGN files, DTM files, ALG files, and RAW files compatible to the current version of InRoads being used by the DEPARTMENT.
2. Set centerline, offset lines, bluetops, slope stakes, pipe stakes, structure stakes, and other items of the same sort by electronic or manual means.
3. Run bench levels within acceptable tolerances of the DEPARTMENT'S Survey Manual and maintain field notes on standard loose-leaf transit field book sheets.
4. Obtain necessary topographic data within acceptable tolerances of the DEPARTMENT'S Survey Manual.
5. Supervise and assure the survey crew is knowledgeable as to its duties and responsibilities.

The CONSULTANT'S TESTERS will:

1. Be knowledgeable of the requirements of the project plans and specifications.
2. Sample and test materials for acceptance as specified by the DEPARTMENT'S Materials Manual. Perform material tests for QC/QA projects in accordance with QC/QA manual and have the proper QC/QA certification.
3. Recognize and have the ability to take corrective action for calibration of testing equipment.

Local Bridge Improvement Grant (BIG) Procedure

Attachment #3

Bridge Improvement Grant

Load Rating Requirements for Special Hauling Vehicles



U.S. Department
of Transportation
Federal Highway
Administration

Memorandum

Subject: **ACTION:** Load Rating of Specialized Hauling
Vehicles

Date: November 15, 2013

/s/ *Original Signed by*
From: Joseph S. Krolak
Acting Director, Office of Bridge Technology

In Reply Refer To:
HIBT-10

To: Federal Lands Highway Division Engineers
Division Administrators

The purpose of this memorandum is to clarify FHWA's position on the analysis of *Specialized Hauling Vehicles* (SHVs) as defined in the AASHTO Manual for Bridge Evaluation (MBE) during bridge load rating and posting to comply with the requirements of the *National Bridge Inspection Standards* (NBIS). The intent of the load rating and posting provisions of the NBIS is to insure that all bridges are appropriately evaluated to determine their safe live load carrying capacity considering all unrestricted legal loads, including State routine permits, and that bridges are appropriately posted if required, in accordance with the MBE.

The SHVs are closely-spaced multi-axle single unit trucks introduced by the trucking industry in the last decade. Examples include dump trucks, construction vehicles, solid waste trucks and other hauling trucks. SHVs generally comply with Bridge Formula B and are for this reason considered legal in all States, if a States' laws do not explicitly exclude the use of such vehicles.

NCHRP Project 12-63 (Report 575, 2007) studied the developments in truck configurations and State legal loads and found that AASHTO Type 3, 3-S2 and 3-3 legal vehicles are not representative of all legal loads, specifically SHVs. As a result, legal load models for SHVs were developed and adopted by AASHTO in 2005, recognizing that there is an immediate need to incorporate SHVs into a State's load rating process, if SHVs operate within a State. The SHV load models in the MBE include SU4, SU5, SU6 and SU7 representing four- to seven-axle SHVs respectively, and a Notional Rating Load (NRL) model that envelopes the four single unit load models and serves as a screening load. If the load rating factor for the NRL model is 1.0 or greater, then there is no need to rate for the single-unit SU4, SU5, SU6 and SU7 loads. However, if the load rating factor for the NRL is less than 1.0, then the single-unit SU4, SU5, SU6 and SU7 loads need to be considered during load rating and posting.

The SHVs create higher force effects, and thus result in lower load ratings for certain bridges, especially those with a shorter span or shorter loading length such as transverse floor beams, when compared to AASHTO Type 3, 3-S2 and 3-3 legal loads and HS20 design load. Therefore, SHVs, i.e., SU4, SU5, SU6 and SU7 or NRL, are to be included in rating and posting analyses in accordance with Article 6A.2.3 and Article 6B.9.2 of the 1st Edition of the MBE (Article 6B.7.2 of the 2nd Edition of the MBE), unless one of the following two conditions is met:

Condition A: The State verifies that State laws preclude SHV use; or

Condition B: The State has its own rating vehicle models for legal loads and verifies that the State legal load models envelope the *applicable* AASHTO SHV loading models specified in Appendix D6A and Figure 6B.9.2-2 of the 1st Edition of the MBE (Figure 6B.7.2-2 of the 2nd Edition of the MBE), and the State legal load models have been included in rating/posting analyses of all bridges. The SHV types, e.g. six- or seven-axle SHVs, precluded by State laws need not be considered.

The SHV load models apply to Allowable Stress Rating, Load Factor Rating, and Load and Resistance Factor Rating in accordance with Section 6A and 6B of the MBE.

The FHWA recognizes that there are bridges in the inventory that have not been rated for SHVs and that it is not feasible to include SHVs in the ratings for the entire inventory at once. FHWA is establishing the following timelines for rating bridges for SHVs, if neither Condition A or B is met:

Group 1: Bridges with the shortest span not greater than 200 feet should be re-rated after their next NBIS inspection, but no later than December 31, 2017, that were last rated by:

- a) either Allowable Stress Rating (ASR) or Load Factor Rating (LFR) method and have an operating rating for the AASHTO Routine Commercial Vehicle either Type 3, Type 3S2, or Type 3-3 less than 33 tons (English), 47 tons (English), or 52 tons (English) respectively; or
- b) Load and Resistance Factor Rating (LRFR) method and have a legal load rating factor for the AASHTO Routine Commercial Vehicle, either Type 3, Type 3S2 or Type 3-3, less than 1.3.

Group 2: Rate those bridges not in Group 1 no later than December 31, 2022.

For either group, if a re-rating is warranted due to changes of structural condition, loadings, or configuration, or other requirements, the re-rating should include SHVs.

The selection of load rating method should comply with FHWA's Policy Memorandum *Bridge Load Ratings for the National Bridge Inventory*, dated October 30, 2006.

A State may utilize an alternative approach in lieu of the above to address the load rating for SHVs for bridges in their inventory; however, the approach must be reviewed and formally accepted by FHWA.

The timeline presented above will be incorporated into the review of Metric 13 under the National Bridge Inspection Program (NBIP); specifically, it is expected that all bridges meeting Group 1 criteria be load rated for SHVs by the end of 2017. Please work with your State to assist them in developing appropriate actions to meet those timelines. If your State is currently developing or implementing a Plan of Corrective Actions (PCA) for load rating bridges, the PCA should be reviewed and modified as necessary to take into account the rating of SHVs for those bridges and these timelines.

We request that you share this memorandum with your State or Federal agency partner. All questions that cannot be resolved at the Division Office level should be directed to Lubin Gao at lubin.gao@dot.gov or at 202-366-4604.

Local Bridge Improvement Grant (BIG) Procedure
Load Rating Requirements for Emergency Vehicles



Memorandum

Subject: **ACTION:** Load Rating for the FAST Act's
Emergency Vehicles

Date: November 3, 2016

From: /Original signed by/
Joseph L. Hartmann, Ph.D., P.E.
Director, Office of Bridges and Structures

In Reply Refer To: HIBS-1

To: Division Administrators
Federal Lands Highway Division Directors

On December 4, 2015, the President signed into law the *Fixing America's Surface Transportation Act* (FAST Act) (Pub. L. 114-94). Section 1410 of the FAST Act amended 23 U.S.C. 127, *Vehicle weight limitations—Interstate System*, by revising the weight limits for certain vehicles on the Interstate System. The purpose of this memorandum is to provide guidance on maintaining compliance with the load rating and posting requirements of 23 CFR Part 650—specifically for the amended weight limits in 23 U.S.C. 127(r), *Emergency Vehicles, for bridges on the Interstate System and within reasonable access to the Interstate System*. Reasonable access is defined in a September 30, 1992 Non-Regulatory Supplement to 23 CFR Part 658 as at least one-road-mile from access to and from the National Network of highways, which includes the Interstate System, or further if the limits of a State's reasonable access policy for food, fuel, repairs, and rest extend to facilities beyond one-road-mile.

An emergency vehicle as defined in the FAST Act is designed to be used under emergency conditions to transport personnel and equipment to support the suppression of fires and mitigation of other hazardous situations (23 U.S.C. 127(r)(2)). The gross vehicle weight limit for emergency vehicles is 86,000 pounds under section 127(r). The statute imposes the following additional limits, depending upon vehicle configuration:

- 24,000 pounds on a single steering axle
- 33,500 pounds on a single drive axle
- 62,000 pounds on a tandem axle
- 52,000 pounds on a tandem rear drive steer axle

Emergency vehicles are typically operated by fire departments and are primarily equipped for firefighting, but are also used to respond to and mitigate other hazardous situations in

an emergency. These vehicles may not meet Federal Bridge Formula B. They can create higher load effects compared to the AASHTO legal loads (i.e., Types 3, 3S2, 3-3, and SU4 to SU7) which are currently included in the AASHTO Manual for Bridge Evaluation (MBE). The Federal Highway Administration (FHWA) has determined that, for the purpose of load rating, two emergency vehicle configurations produce load effects in typical bridges that envelop the effects resulting from the family of typical emergency vehicles that is covered by the FAST Act:

1. Type EV2 - for single rear axle emergency vehicles

Front Single Axle: 24,000 pounds

Rear Single Axle: 33,500 pounds

Wheelbase: 15 ft.

2. Type EV3 – for tandem rear axle emergency vehicles

Front Single Axle: 24,000 pounds

Rear Tandem Axle: 62,000 pounds (two 31,000 pound axles spaced at 4 ft.)

Wheelbase: 17 ft. (distance from front axle to the centerline of rear tandem axle)

Load ratings (or rating factors) should be determined for these emergency vehicle configurations i.e., Types EV2 and EV3, at the operating or legal load rating level in accordance with the methods specified in the AASHTO MBE, First Edition with two exceptions:

1. Multiple presence: If necessary, when combined with other unrestricted legal loads for rating purposes, the emergency vehicle needs only to be considered in a single lane of one direction of a bridge.
2. Live load factor: A live load factor of 1.3 may be utilized in the Load and Resistance Factor Rating (LRFR) or Load Factor Rating (LFR) method.

Under 23 CFR 650.313(c), all highway bridges must be load rated and, if necessary, posted in accordance with the MBE. Recognizing that States and Federal agencies cannot immediately load rate every Interstate System bridge and bridges within reasonable access to the Interstate, FHWA recommends utilizing the following approach to prioritize load rating and posting for emergency vehicles:

Group 1: Bridges that meet any one of the following criteria do not need to be immediately load rated for emergency vehicles.

- a. An operating or legal load rating factor for the AASHTO Type 3 vehicle of at least 1.85;
- b. an inventory rating factor for the HS 20 design load of at least 1.0 using the LFR method, or

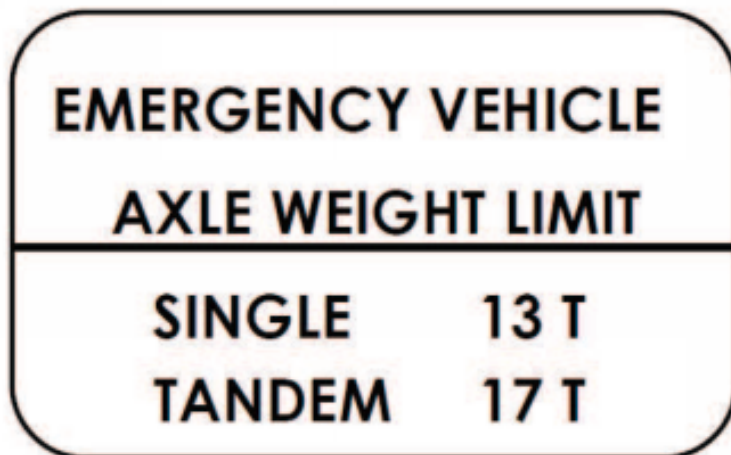
- c. an inventory rating factor for the HL-93 design load of at least 0.9 using the LRFR method.

However, the bridges in this group shall be rated for the emergency vehicles when a normal re-rating is warranted, including changes in structural condition and other loadings.

Group 2: Bridges not in Group 1 should be rated for the emergency vehicles following their next inspection to incorporate the latest condition of the bridge, but no later than December 31, 2019. Emergency vehicles should be included in any new load ratings for these bridges when the load ratings occur before December 31, 2019.

If a State or Federal agency wants to utilize an alternative approach in lieu of the above to group bridges in an inventory for the purpose of prioritization, it should seek FHWA's review and concurrence of the alternative approach. Regardless of the prioritization approach used, the selection of load rating method should comply with FHWA's Policy Memorandum [*Bridge Load Ratings for the National Bridge Inventory, dated October 30, 2006.*](#)

When a load rating results in an operating rating factor less than 1.0 for the emergency vehicles, the bridge shall be appropriately posted for both the governing single axle weight limit and tandem axle weight limit derived from the above emergency vehicle configurations, i.e., Types EV2 and EV3 (23 CFR 650.313(c)). When posting is necessary, the following sign format, using the appropriate weight limits, should be considered:



If a State law allows or exempts emergency vehicles to operate without restriction off the Interstate System as legal loads, 23 CFR 650.313(c) requires bridges on these highways to be load rated and posted, if necessary, for these vehicles. Unless State law relies on a different definition of emergency vehicle than that included in the FAST Act (23 U.S.C. 127(r)(2)), States can perform load ratings on these highways using the two emergency vehicle configurations included in this memorandum.

Division Offices should work with their State DOT or Federal agency partners to develop

an action plan by March 31, 2017, with defined tasks, completion dates, and progress reporting requirements. Although this guidance focuses on highway bridges, 23 CFR 650.513(g) also requires States and Federal agencies to load rate and post highway tunnels, if necessary. Therefore, the action plan should also incorporate highway tunnels. States and Federal agencies should load rate tunnels for the emergency vehicle configurations above by December 31, 2019. Each Division Office should coordinate this action plan with its Bridge Safety Engineer.

We request that you share this memorandum with your State DOT or Federal agency partners immediately. If you have any questions or need more information, please contact Lubin Gao at (202)366-4604 or Lubin.Gao@dot.gov, or your Bridge Safety Engineer.

cc:

Directors of Field Services
Director of Technical Service
HIBS-10
HIBS-30
HRDI-1
Team Manager, RC Structures TST
Branch Chief, FLH Bridge Engineer

REPORT OF FOUNDATION INVESTIGATION

PROJECT: BRO 8048(03) Mellette County PCN 02DY

LOCATION: Structure No. 48-102-010, 18.9 miles North & 0.8 miles West of Cedar Butte over the White River.

METHOD OF INVESTIGATION:

All soundings are made according to the Standard South Dakota Subsurface Investigation Techniques and AASHTO Specifications. Auger holes are drilled with a 4-1/2 inch continuous flight auger. Penetration and Push Test holes are drilled with a 6-5/8 inch continuous hollow stem auger. Push core samples are obtained by hydraulically ramming a 2 foot long lined split spoon sampler into the soil to obtain 2 inch nominal diameter soil samples. Penetration tests are conducted by dropping a 140 pound hammer 30 inches to obtain 2 inch nominal diameter samples and to measure the resistance to penetration of the soil. Corings with the SDDOT drive rig are performed by using a California retractable plug sampler, which is driven with a 490 pound hammer. The drill stem is P.K. rod, which is 2-7/8 inch O.D., and 2 inch nominal diameter cores are obtained. All laboratory tests are performed in accordance with standard AASHTO or SDDOT laboratory procedures.

RECOMMENDATIONS:

Abutments:

I. Steel HP10 X 42 Piling

A. A LRFD maximum factored pile bearing resistance of 77 tons can be used for design.

B. The anticipated tip elevations are:

<u>Station</u>	<u>Elevation</u>
22+06	1910
25+27	1892

C. The nominal pile bearing resistance shall be 192 tons verified by the SDDOT's Modified ENR formula.

Bents:

I. Drilled Shafts

A. A LRFD maximum factored resistance value of 2,800 psf can be used for design below elevation 1912 ft. or maximum scour whichever is lower.

B. Permanent casings will be required to elevation 1915 ft.

C. The point of fixity within the bedrock can be assumed to be the elevation 1912 ft.

DISCUSSION:

The proposed structure location is underlain by brown sand-silt (alluvium) overlying brown silt-sand with gravel (alluvium). The alluvial sediments rest upon gray silt-clay (Pierre Shale). The D50 of the brown sand-silt, brown silt-sand with gravel, and gray silt-clay (Pierre Shale) can be assumed to be 0.06 mm, 1.0 mm, and 0.004 mm. The D95 of the brown sand-silt, brown silt-sand with gravel, and gray silt-clay (Pierre Shale) can be assumed to be 1.0 mm, 6.0 mm, and 0.06 mm.

Steel HP10X42 piling along with the anticipated tip elevations, are listed in the recommendations for use in the abutments. Drilled Shafts are listed in the recommendations for use at the bents.

The piling were evaluated for drivability and group effects at the LRFD Strength Limit State. Settlement of the substructure units and horizontal movement of the abutment piling were evaluated at the LRFD Service Limit State.

Drivability –

Local Bridge Improvement Grant (BIG) Procedure

A drivability analysis was performed for the steel HP10X42 piling using the wave equation analysis program (GRLWEAP). A group of pile hammers that were evaluated and found to produce acceptable driving stresses is listed later in this report for inclusion in the plans.

Pile Group Effects:

Axial Loading – Abutments

For a single row of piling, AASHTO requires the center-to-center pile spacing to be at least 30" or 2.5 times the width of the pile, whichever is greater. Therefore, for the steel HP10x42 piling at the abutment the center-to-center spacing shall be at least 30".

Settlement –

The steel pile tips will be founded in the Pierre Shale. Unconfined compression test results of the Pierre Shale exceed the proposed bridge loadings. Past experience for piling driven into hard shale soil bedrocks has shown little, if any, settlement has occurred. Therefore, 1/4 inch or less of total settlement can be used to design the substructure units.

Horizontal Movement –

AASHTO states that if the center-to-center spacing of the piling in the substructure unit is greater than 5 times the width of the pile then group effects can be ignored. Therefore, if the designed spacing is greater than 5 times the pile width a group efficiency factor of 1.0 can be used with no reduction in pile loading required. If this minimum pile spacing is not met a reduction factor will need to be calculated according to the AASHTO code.

Horizontal movement at the substructure units can be calculated using the following soil parameters:

Sand-silt (alluvium); phi angle = 24 degrees, cohesion = 50 psf, wet unit weight = 118 pcf
Silt-sand with gravel (alluvium); phi angle = 32 degrees, cohesion = 0 psf, wet unit weight = 130 pcf
Silt-clay (Pierre Shale); phi angle = 18 degrees, cohesion = 1,000 psf, wet unit weight = 130 pcf

For the drilled shafts, a LRFD maximum factored resistance value (skin friction) of 2,800 psf is recommended below elevation 1912 for the bents or maximum scour whichever is lower. The point of fixity within the bedrock can be assumed to be 1912 for the bents.

Each drilled shaft shall have a minimum of 3 access tubes for a shaft diameter of 3.0' and less. The number of access tubes needed shall be increased by 1 for each foot increase in shaft diameter above the 3.0'. The access tubes shall be furnished and installed according to the South Dakota Department of Transportation's 2004 Standard Specifications for Roads and Bridges. These access tubes shall be equally spaced in the shaft reinforcement prior to placing the reinforcement cage.

A representative of the [CONSULTING FIRM \(NAME AND NUMBER\)](#) shall be present during drilling operations to confirm the elevations provided in this report and to observe the placement of the drilled shafts. In addition to the notes below, contact the [CONSULTANT REPRESENTATIVE](#) for the most current drilled shaft construction notes to be included in the plans.

The following notes shall be placed in the plans:

A drivability analysis was performed using the wave equation analysis program (GRLWEAP). The pile hammers listed below were evaluated and found to produce acceptable driving stresses. Pile hammers not listed will require evaluation and approval prior to use from the [CONSULTANT REPRESENTATIVE NAME AND PHONE NUMBER](#).

Hammers need to be sized according to site specific soil parameters and structure design requirements. The following list of hammers is owned and readily available by contractors that do work in SD. Select and specify in the report which hammers are acceptable for use on individual projects.

Local Bridge Improvement Grant (BIG) Procedure

ICE 180	Delmag D12-42	FEC 1500	Delmag D16-32	Delmag D19-32
Delmag D19-42	MVE M-19	ICE 42S	MKT DE 42/35	APE D19-42
Delmag D25-32	Delmag D30-32	SPI D30	Delmag D46-32	

Local Bridge Improvement Grant (BIG) Procedure

STATE OF	PROJECT	SHEET NO.	TOTAL SHEETS
S.D.			

Plotting Date: 03/26/2013

The Geotechnical Engineering Activity has on file all of the boring logs for this project. These logs and additional results of laboratory test, if any, are available for review at the Central Office in Pierre.

LEGEND

- ⊕ Auger Test
- ⊙ Drive Test
- ∇ Water
- ⊖ Caved
- Penetration Test
- ▬ Sample Zone

Drive test are conducted by dropping a 490 pound hammer 30 inches to drive a 2 1/8 inch drill stem with attached retractable plug sampler for taking samples and to measure the resistance to penetration of the soil.

Auger holes are drilled with a 4 1/2 inch diameter continuous flight auger. Penetration and Push Test holes are drilled with a 6 3/8 inch diameter hollow stem auger. Push core samples are obtained by hydraulically ramming a 2 foot long lined split spoon sampler into the soil to obtain 2 inch nominal diameter soil samples.

GROUND WATER ELEVATIONS

as of December 2012

T1	(Caved)	1931.3
T2	(Caved)	1910.9
T3	Dry	
T4		1929.7
T5		1926.9
T6		1928.9
T7		1930.2
T8		1929.1
T9		1930.0
T10		1929.3
T11	Dry	
T12		1929.8

MEASURED SKIN FRICTION

	Elev	psf
T11	1924.0	2,193
T12	1907.3	1,214

BRD 8048(03) MELLETTIE COUNTY PCN 02DY
18.9 MILES N. AND 0.8 MILES W. OF CEDAR BUTTE
SECTION 28 TOWNSHIP 45 W. RANGE 31 W.
OVER WHITE RIVER
STR. NO. 48-102-010

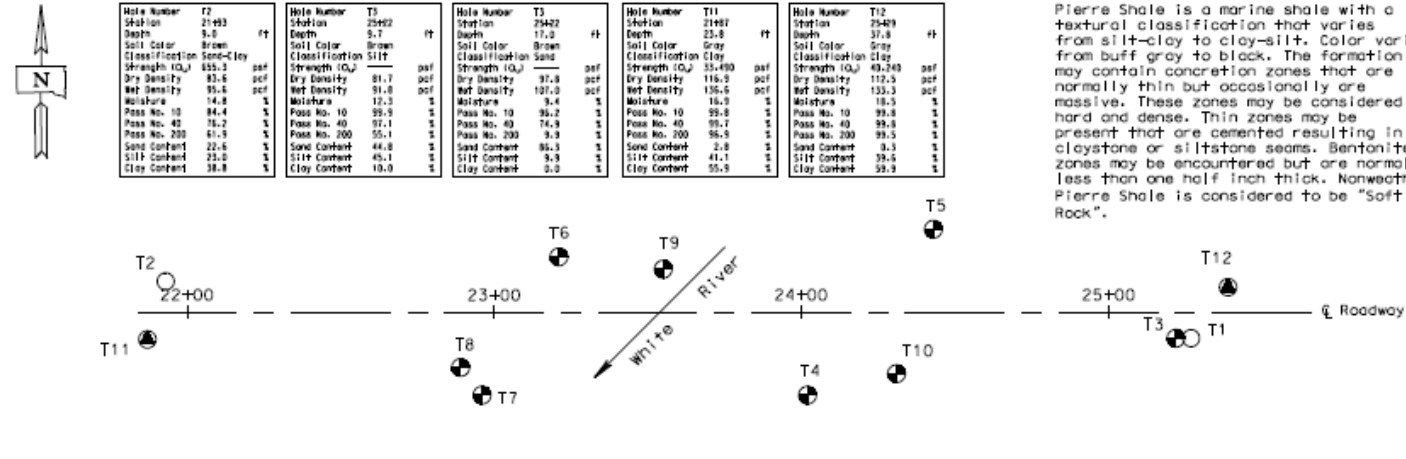
SITE PLAN & SUBSURFACE PROFILE

DESIGNED BY	DRAWN BY	CHECKED BY	APPROVED
	NN	JW	

BRIDGE ENGINEER

Pierre Shale is a marine shale with a textural classification that varies from silt-clay to clay-silt. Color varies from buff gray to black. The formation may contain concretions that are normally thin but occasionally are massive. These zones may be considered hard and dense. Thin zones may be present that are cemented resulting in claystone or siltstone seams. Bentonite zones may be encountered but are normally less than one half inch thick. Nonweathered Pierre Shale is considered to be "Soft Rock".

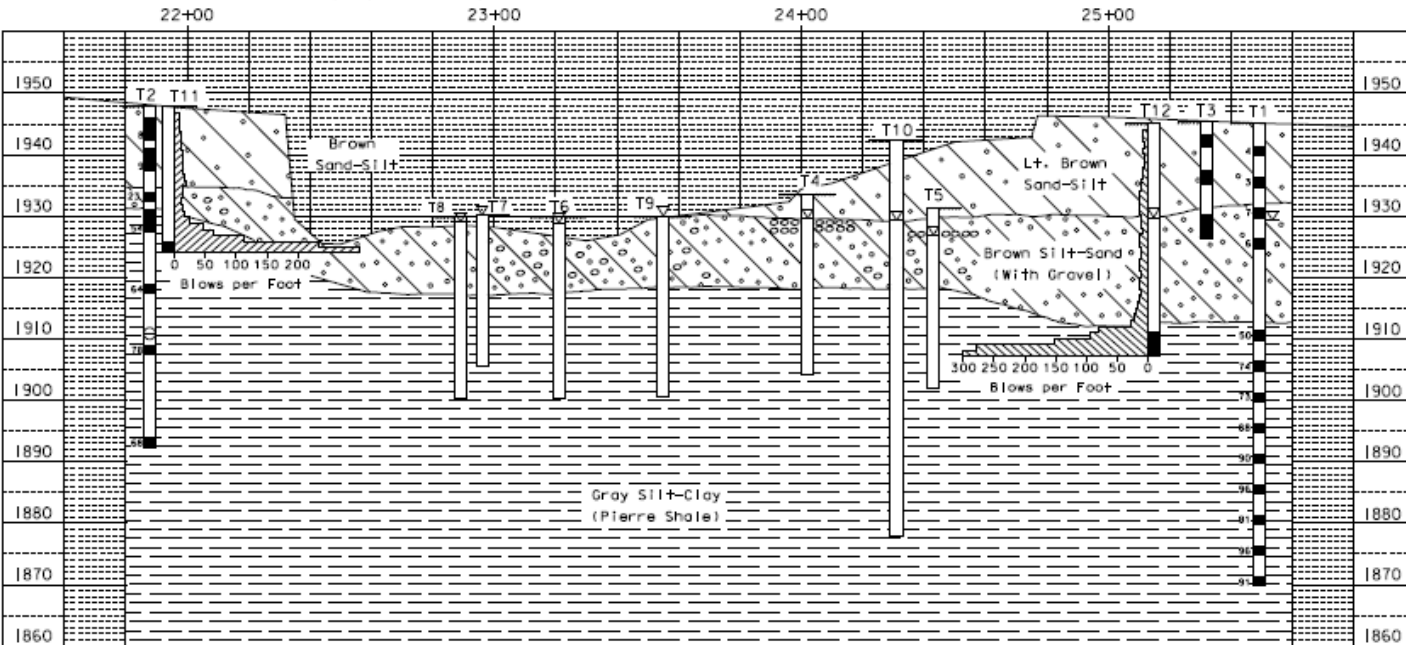
Hole Number	Station	Depth	Soil Color	Classification	Strength (Q _u)	Dry Density	Wet Density	Moisture	Pass No. 10	Pass No. 40	Pass No. 200	Sand Content	Silt Content	Clay Content
T2	21493	5.8	Brown	Sand-Clay	85.3	pcf	115.3	17.0	95.5	95.1	95.1	44.8	45.1	10.0
T3	23492	5.7	Brown	Silt	81.7	pcf	107.0	12.3	95.5	95.1	95.1	44.8	45.1	10.0
T4	23492	17.0	Brown	Sand	97.8	pcf	127.0	9.4	95.5	95.1	95.1	44.8	45.1	10.0
T5	24497	23.8	Gray	Clay	55.490	pcf	135.6	16.9	95.5	95.1	95.1	44.8	45.1	10.0
T6	24497	23.8	Gray	Clay	55.490	pcf	135.6	16.9	95.5	95.1	95.1	44.8	45.1	10.0
T7	24497	37.8	Gray	Silt	115.3	pcf	135.6	16.9	95.5	95.1	95.1	44.8	45.1	10.0
T8	24497	37.8	Gray	Silt	115.3	pcf	135.6	16.9	95.5	95.1	95.1	44.8	45.1	10.0
T9	24497	37.8	Gray	Silt	115.3	pcf	135.6	16.9	95.5	95.1	95.1	44.8	45.1	10.0
T10	24497	37.8	Gray	Silt	115.3	pcf	135.6	16.9	95.5	95.1	95.1	44.8	45.1	10.0
T11	24497	37.8	Gray	Silt	115.3	pcf	135.6	16.9	95.5	95.1	95.1	44.8	45.1	10.0
T12	24497	37.8	Gray	Silt	115.3	pcf	135.6	16.9	95.5	95.1	95.1	44.8	45.1	10.0



* Values represent uncorrected "N" values from Penetration Test.

Sample Zone 48 Blows Per Foot

Bore holes on profile are moved slightly for clarity



PLOT SCALE - 1/4" = 1'-0"

PLOTTER FROM - TEMPL 0174

FILE - ...SUBSURFACE PROFILE.DWG.DGN

Local Bridge Improvement Grant (BIG) Procedure

RECOMMENDATIONS

EXAMPLE 2

Re: BRO 8027(29), Gregory County, PCN 00QR
Str. No. 27-030-081, located 2.0 West & 0.1 South of the Jct of SD44/SD47
RCBC Undercut Recommendation

Soils maps of the area indicate the soils at the location of the proposed structure have the following characteristics.

Station 16+86 (Str. No. 27-030-081)

CLASSIFICATION: A-7
Clay & Silty Clay
AVERAGE LIQUID LIMIT: 66
SHRINK-SWELL POTENTIAL: High to Very High
FROST ACTION POTENTIAL: Low
CORROSIVITY: High for steel, Low to Moderate for concrete

RECOMMENDATIONS:

Provide 24 inches of undercut and backfill.

DISCUSSION:

The project consists of replacing an existing single span 22' steel stringer bridge with a 2 barrel 13' x 6' cast-in-place RCBC. The proposed box culvert will be in the same location as the existing bridge location. The existing surfacing on the road is gravel and will be resurfaced with gravel upon completion. Minimal grading at the proposed box culvert location is anticipated, therefore, the material shall be compacted using the Ordinary Compaction Method.

A subsurface investigation was conducted for the proposed RCBC. The subsurface investigation consisted of placing a boring near both the proposed inlet and outlet ends of the structure and logging the material to 3 feet below the flow line. Samples were collected from below the flow line for soils classification. A dynamic cone penetrometer was used at both the inlet and outlet ends to identify the change in relative density of the subsurface material below flow line.

Subsurface soils at the proposed site consist of brown silt-clay to 3' below the existing flow line.

The 2' undercut depth is recommended to remove the low strength soils with high shrink-swell potential from below the box culvert.

The following paragraphs shall be placed in the plans:

Compaction of earth embankment and box culvert backfill material shall be governed by the Ordinary Compaction Method.

Any questions about the recommendations or the subsurface conditions can be directed to the [CONSULTANT CONTACT NAME AND PHONE NUMBER](#).

Appendix D - Construction Management Plan

Use and Limitation: The Consultant shall use this document as a guide in preparing a construction management plan to be included in the bid documents for their specific project. Consultants are cautioned that the provision of this suggested sample construction management plan is not an implied or explicit guarantee of grant obligation compliance. The Consultant is solely responsible for the preparation and submittal of compliant construction management plan in accordance with the grant conditions.

Construction Management Plan

[Date]

[Location]

[Project Number]

[PCN Number]

Prepared For

[]

Prepared By

[]

PROJECT INFORMATION

This Construction Management Plan (CMP) details the measures and procedures required to assure compliance with the quality assurance and acceptance provisions of the Bridge Improvement Grant construction contract for Project No. [] with [County or City name], South Dakota. The work to be accomplished in this project consists of:

PROJECT SPONSOR: *[Name & contact information for sponsor]*

CONTRACT
ADMINISTRATION: *[Name of firm Responsible for Const.
Observation & QA testing]*

[Name of QA firm] – Field tests

[Name & contact info for QA lab] – Lab tests

RESPONSIBILITIES

Project Manager/Engineer

The Project Manager / Engineer, on behalf of the sponsor is the person with overall responsibility for contract administration of this project. The Project Manager / Engineer has the authority to take the necessary actions to monitor compliance with the contract documents.

Construction Observer

The responsibilities of the Construction Observer shall include monitoring all aspects of the job, sampling materials for acceptance, conducting tests on embankment and excavation areas, reviewing and analyzing all test results, assuring that work is within specification limits, advising the Contractor's Superintendent and Project Engineer of nonconformance and possible corrective actions, and measuring quantities for payment.

Quality Acceptance Laboratory

[As appropriate, clarify which firm is responsible for what QA duties], testing lab duties shall include sampling materials for acceptance and conducting tests on: [embankment, excavation, subbase, base, rip rap, class A45 concrete, pile, PCC]. (If responsibilities for testing of materials are split between different organizations, list which firm is responsible for which QA tests.)

[QA Lab name] personnel assigned to construction testing have received certified training from the [Name of appropriate certifications] (e.g. Troxler Nuclear Equipment Seminar and the American Concrete Institute (ACI)).

All QA testing shall be performed by an (ASTM C1077 and D3666) accredited laboratory and a copy of the current accreditation shall be supplied to the Engineer and Owner, for approval, prior to submitting test results.

QUALITY ASSURANCE INSPECTION PROCEDURES

1. Quality Assurance Tests: A list of tests and certifications required by the contract specifications can be found in the attached Appendix A. The list includes the referenced specification section and testing requirements. All parties will be informed of their responsibilities. This information will be reviewed at the preconstruction conference and monitored throughout the project.
2. Submittals: The Engineer shall maintain a file containing certifications and submittals required by contract as provided by the contractor, as well as approvals from the Engineer.
3. [Names of firm(s) responsible for QA test reports] will provide acceptance test reports to the [Owner / Engineer] as soon as the results are available, electronically. Typed copies shall be made available within [one] working day [delivered via electronic mail].
4. Material Test Reports: Material test results shall be verbally made available to the [Owner / Engineer] within [one hour] after the test report is completed and typed copies shall be made available within one working day [delivered via electronic mail].
 - Calibration check on equipment used to determine the noncompliance item, if applicable.
 - Confirmation of noncompliance through retesting and/or follow-up observations.
 - If a solution to the nonconformance issue is not reached in a reasonable time frame, additional qualified contractor personnel will be contacted to assist in identifying and correcting the problem.
 - If a severe nonconformance problem is detected and a reasonable solution cannot be implemented in a reasonable time frame, the Construction Superintendent will consult with the Project Engineer and the work will be suspended.
 - The work will not begin again until the Construction Superintendent and Project Engineer concur that a solution to the problem has been found and successfully implemented.
5. Test Reports Which Require Corrective Actions: Should test results or observations indicate noncompliance with the project contract, plans, or specifications, the following communication and follow-up action will be implemented, as applicable:
 - Verbal notification to the sponsor, Construction Superintendent, work area foreman and/or plant operator.

- On restarting the work, the nonconforming testing element or observation will be monitored at an appropriate higher frequency for a reasonable amount of time, e.g. double the testing frequency listed.
 - After the area in noncompliance has been repaired, acceptance retesting will resume. The test reports will include the failed test number for tracking.
6. Daily Reports: The project manager or his representative will maintain a daily diary summarizing pertinent construction items. Items recorded shall include (as a minimum):
- a) Date
 - b) Weather Conditions
 - c) Brief Summary of Work Performed
 - d) Number of workers on site
 - e) Type and Amount of Major Equipment being utilized
 - f) Running total of working/calendar days used on project
 - g) Significant Directives/Communication with contractor (e.g. regarding construction procedures or material quality)
 - h) Summary of QA tests performed that day
 - i) Arrival / Departure Time of On Site Inspection Staff
7. Bi-Weekly Reports: A summary of bi-weekly construction status shall be prepared and submitted to [owner] every [list day, e.g. Friday]. Report shall include summary of work completed in that 2 week period, summary of QA test results, discussion of any controversial issues that came up, and work anticipated during next reporting period. A sample report is included in Appendix B.
8. The resident observer and acceptance testing lab personnel shall maintain all acceptance test reports and provide copies to the owner/engineer as soon as results are available.
9. [Name of firm responsible for final construction report] will prepare a final project construction material testing and acceptance report that includes a summary of: all acceptance tests results, quantity of materials, and all bi-weekly reports. (Actual test reports will be available upon request). This will be submitted to the SDDOT with the final pay application.

Include listing of all QC/QA tests and certifications required by the contract specifications.

Recommend including the following information in your listing:

- Material
- Specification
- Specification reference section
- Test Required
- Minimum Testing Frequency
- Test Requirements
- Notes

Material	Specification	Spec Section	Test Required	Min. Test Frequency	Requirements	Notes
----------	---------------	-----------------	------------------	------------------------	--------------	-------

SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION
 BI-Weekly Progress Report No. _____

Project No. _____ PCN _____ Period Ending _____ 20____
 County _____ Contract Time _____
 Type of Work _____ Working Days This Period _____
 Prime Contractor _____ Working Days to Date _____
 _____ Percent Complete _____

WORK IN PROGRESS THIS PERIOD

General Comments _____

Contractor Working (Indicate after each: 1-1st Week; 2-2nd Week; 3-Both Weeks **E** if contractor/sub is Exempt - i.e. 1E,2E)

_____ Work Started: _____

_____ Work Suspended: _____

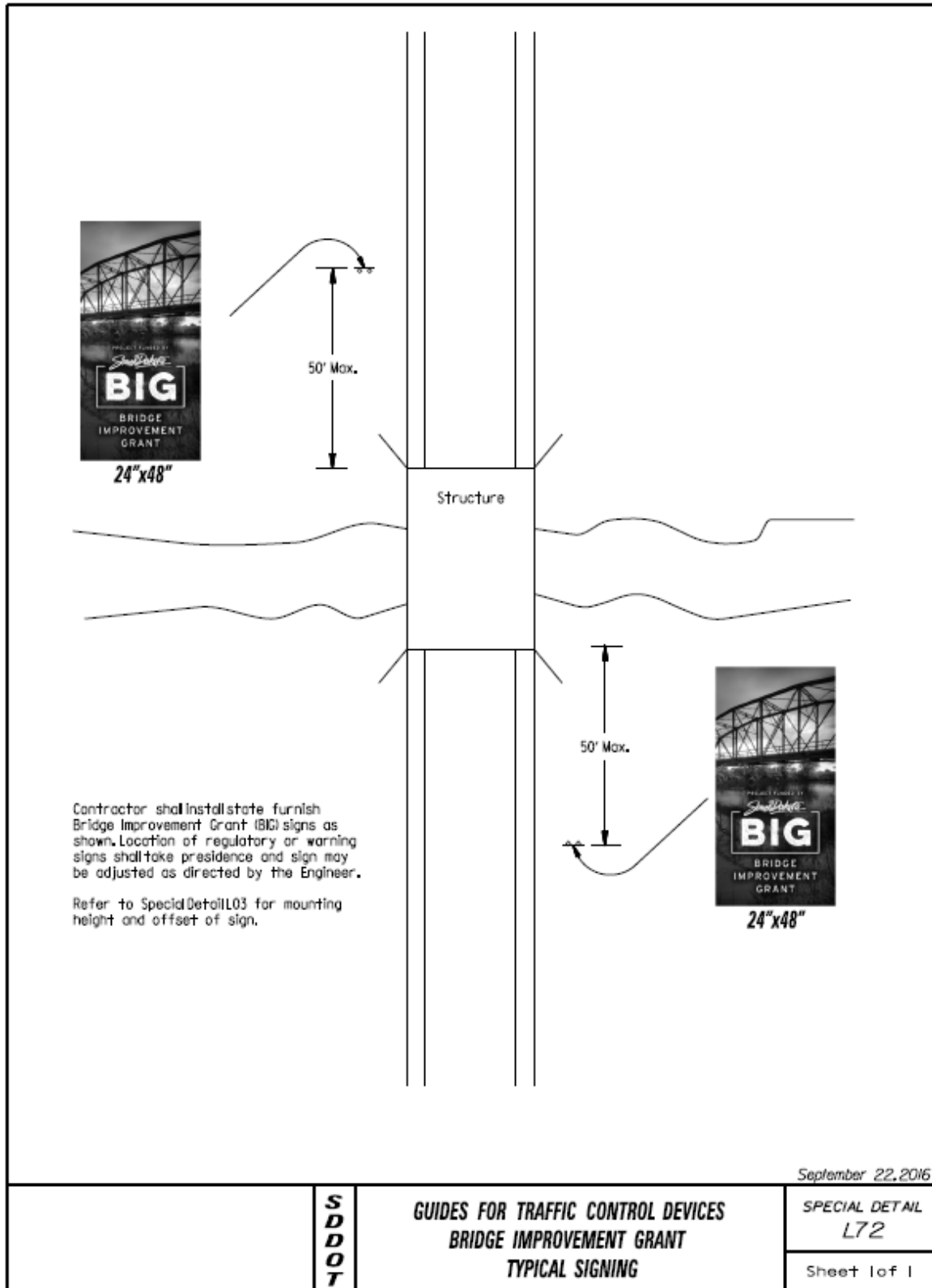
_____ Work Resumed: _____

_____ Field Work Completed: _____

Day	Date	Working Day No.	Weather and Comments	Temperature	
				High	Low
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

 Prepared by

Appendix E - Bridge Improvement Grant Sign Layout



Appendix F – Bridge Improvement Grant Checklists

Bridge Improvement Grant - Local Administration Check List (Source of Info – BIG Procedures and BIG Funding Agreement)

Multiple grants can be let together but all estimates, bids, and payments must be sent to LGA per grant (not combined). LGA Project Managers will keep the 'U' drive project folders current at all times with all project documents & e-mail correspondence as received in order to have everything available to staff if there are any questions and to help expedite reimbursements.

Responsibilities of County/City

- Hire a Professional Engineer (PE) from SDDOT Consultant Retainer Lists for Local Gov't or State Bridge Design Categories
 - Prepare contract between county/city and consultant which must contain:
 - Scope of services & retainer requirements as included in DOT funding agreement (**NOTE: retainer requirements reflect the active retainer at the time the BIG Procedures for the applicable grant year are approved by the Transportation Commission**)
 - Reference must be made to the project number and/or structure number associated with the grant

PRIOR TO ADVERTISEMENT

- Obtain and submit (as needed) to DOT for review (signed and sealed by a PE) LGA Project Managers – add following note to 1st page of all BIG BlueBeam reviews, “NOTICE: State forces, please charge time to BR BGPE(00)21-1, PCN 08A2.” (This # will change each year as of Oct. 1 – contact N. Clocksin):
 - Final Hydraulic Design Report, Final Hydraulic Data Sheet, HEC RAS model with existing and proposed conditions and if the bridge scour protection is needed, Scour Memo summarizing hydraulic scour calculation, Scour Calculation, and Berm Slope Protection Recommendations (if applicable) *
 - Foundations report (as defined in the funding agreement attachment); NOTE: firm must be on the SDDOT Consultant Retainer category for Local – Geotechnical Services *
 - review plans (100% complete – anything less won't be reviewed)
 - bid documents / specifications (only engineer's construction estimate and any special out of the ordinary specs)
 - design calculations, scour analyses *, load rating and analysis for bridge inspection file
 - all necessary permits
 - Corp of Engineers 404 Permit *
 - DOT Utility Cert
 - DOT ROW Cert
 - Federal Lands, BIA, Tribal, Municipal, etc.
 - BIG Construction Management Plan
 - Draft contract (showing hours) for construction engineering – consultant must be a PE selected from the SDDOT Consultant Retainer List for State Construction Administration to do Construction Engineering
- Obtain DOT approval letter to advertise (**All applicable documents noted above must be revised as needed and approved by DOT before this letter will be sent from the DOT**)
- Advertise project for bids and conduct bid letting

* Not applicable in all cases (for example, simple deck overlay)

PRIOR TO SIGNING CONTRACT WITH CONTRACTOR

- Submit to DOT for review bid tabulation showing engineer's estimate and all bidders, in addition to the county/city's recommendation for award
- Obtain DOT bid concurrence letter
- Enter into construction contract and issue notice to proceed
- Invite DOT to final inspection
- Obtain and supply to DOT as-built plans and notification of completion of project
- Submit all design, construction, and CE billings to DOT for reimbursement

REIMBURSEMENT PROCESS

Bridge Improvement Grant - Local Administration Check List (Source of Info – BIG Procedures and BIG Funding Agreement)

Multiple grants can be let together but all estimates, bids, and payments must be sent to LGA per grant (not combined)

Responsibilities of County/City

- Submit to DOT for Reimbursement of Design Billings
 - Copy of contract as noted above must accompany first billing by county/city
 - “BIG Direct Payment Invoice” must accompany each billing
 - Copy of bill(s) from consultant
 - Proof of payment by county/city (copy of check or commission minutes)
 - Billings must be at least quarterly but not more frequently than monthly

- Submit to DOT for Reimbursement of Construction Engineering (CE) Billings – ***NOTE: CE billings must be processed separately from design billings as CE does not count against the grant cap.***
 - Copy of contract as noted above must accompany first billing by county/city
 - “BIG Direct Payment Invoice” must accompany each billing
 - Copy of bills(s) from consultant
 - Proof of payment by county/city (copy of check or commission minutes)
 - Billings must be at least quarterly but not more frequently than monthly

- Submit to DOT for Reimbursement of Contractor Billings
 - Copy of construction contract as noted above must accompany first billing by county/city
 - “Pay Estimate for BIGs” & “BIG Direct Pymts Invoice” for Construction must accompany each billing
 - Any applicable Change Orders must be sent in as well, as approved and signed by contractor, consultant, and county/city
 - Billings must be at least quarterly but not more frequently than monthly

FINALLING PROCESS

Bridge Improvement Grant - Local Administration Check List

(Source of Info – BIG Procedures and BIG Funding Agreement)

Multiple grants can be let together but all estimates, bids, and payments must be sent to LGA per grant (not combined)

Responsibilities of County/City

- Submit to DOT for Reimbursement a FINAL Design Billing
 - Submit “BIG Direct Payment Invoice” with Final Billing box checked (blue box on lower right)
 - Copy of bill(s) from consultant
 - Proof of payment by county/city (copy of check or commission minutes)

- Submit to DOT for Reimbursement a FINAL Construction Engineering (CE) Billing – ***NOTE: CE billings must be processed separately from design billings as CE does not count against the grant cap.***
 - Submit “BIG Direct Payment Invoice” with Final Billing box checked (blue box on lower right)
 - Copy of bills(s) from consultant
 - Proof of payment by county/city (copy of check or commission minutes)

- Submit to DOT copy of testing documents as defined in the BIG Construction Management Plan prior to or with FINAL Contractor Billing

- Submit to DOT for Reimbursement a FINAL Contractor Billing
 - Copy of construction contract as noted above must accompany first billing by county/city
 - “Pay Estimate for BIGs” & “BIG Direct Pymts Invoice” for Construction must accompany each billing
 - Any applicable Change Orders must be sent in as well, as approved and signed by contractor, consultant, and county/city

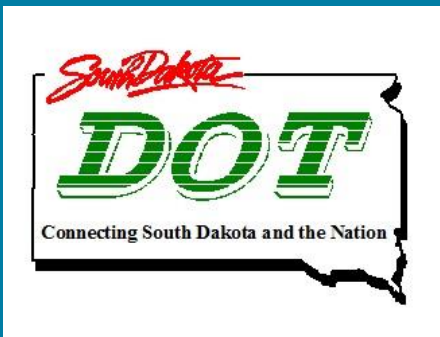
Bridge Improvement Grants

LOCATION OF DOCUMENTS

Document	LGA Location	External Location for Download
SDDOT Consultant Retainer Lists for Local Gov't or State Bridge Design and Local Gov't Geotechnical Services	M:\DOT\Common\All DOT Shared Documents and Templates\Administration File Name: 2020 2022 Consulting Engineering Firms.mdb (Search for the firm and make sure you on their Main Office form – look for “Selected” fields.)	https://dot.sd.gov/doing-business/engineering/design-services/consultant-services
BIG Scopes of Services	M:\DOT\FPA\LGA\Project_Info_&_Funding\Forms\Scopes of Services & Current Retainer List\03 Structure Scopes\BIG Scopes	<i>Not Available – Generated by LGA Project Manager</i>
DOT Utility Cert for BIGs	M:\DOT\FPA\LGA\Project_Info_&_Funding\Forms\Certifications & ROW Forms \ “BIG Utilities Cert”	Request from any LGA staff member – can be e-mailed or placed in a firm’s LGA SFTP folder.
DOT Right-of-Way Cert for BIGs	M:\DOT\FPA\LGA\Project_Info_&_Funding\Forms\Certifications & ROW Forms \ “BIG ROW5-CERT” or “BIG No ROW Needed Cert”	Request from any LGA staff member – can be e-mailed or placed in a firm’s LGA SFTP folder.
BIG Construction Management Plan	M:\DOT\FPA\LGA\Project_Info_&_Funding\Forms\BIG Construction Management Plan Template \ “BIG Construction Management Plan”	Request from any LGA staff member – can be e-mailed or placed in a firm’s LGA SFTP folder.
DOT BIG Letting Authorization	M:\DOT\FPA\LGA\Project_Info_&_Funding\Forms\BIG Let Auth and Concur in Award of Letting \ “BIG Letting Authorization”	<i>Not Available – Generated by LGA Project Manager</i>
DOT BIG Award Concurrence	M:\DOT\FPA\LGA\Project_Info_&_Funding\Forms\BIG Let Auth and Concur in Award of Letting \ “BIG Award Concurrence”	<i>Not Available – Generated by LGA Project Manager</i>
BIG Direct Pymts Invoice (NOTE: File contains worksheets for Prel. Engr., Construction Engr., and CONSTRUCTION BILLINGS)	M:\DOT\FPA\LGA\Project_Info_&_Funding\Forms\BIG PE CE & Construction Reimbursement Docs\ “BIG Direct Pymts Invoice PCN”	Request from any LGA staff member – can be e-mailed or placed in a firm’s LGA SFTP folder.
Pay Est SHELL BIGs (Submitted with Constr. Billing BIG Direct Pymts Invoice noted above.)	M:\DOT\FPA\LGA\Project_Info_&_Funding\Forms\BIG PE CE & Construction Reimbursement Docs\ “Pay Est SHELL BIGs”	Request from any LGA staff member – can be e-mailed or placed in a firm’s LGA SFTP folder.
LGA Bridge Networks (Shows Potential Timeline of each type of BIG)	M:\DOT\FPA\LGA\Project_Info_&_Funding\Forms\Bridge LGA Bridge Networks\ “LGA Bridge Network”	Request from any LGA staff member – can be e-mailed or placed in a firm’s LGA SFTP folder.
BIG CHECKLISTS	M:\DOT\FPA\LGA\Project_Info_&_Funding\Forms\BIG CHECKLISTS	(Provided to all consultants & local government with copy of BIG funding agreement.) Request from any LGA staff member – can be e-mailed or placed in a firm’s LGA SFTP folder.

2022 - 2026

Five-Year County Highway and Bridge Improvement Plan Guide



Office of Local Government
Assistance
June 24, 2021

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Five-Year County Highway and Bridge Improvement Plan

A. What is the Five-Year County Highway and Bridge Improvement Plan?

The Five-Year County Highway and Bridge Improvement Plan, or TRANSPORTATION PLAN, is a short-range planning document that will be developed and updated annually based on needs and identified department policies. The plan will include roadway classifications, roadway and bridge inventory, a five-year list of the projected revenue for highway and bridge improvements, a five-year list of programmed highway and bridge projects based on the projected revenue and the status of programmed projects from the previous plan. Projects that cannot be funded with current revenues can be included in the prioritized project listing and brought into the funded program if funding becomes available.

The TRANSPORTATION PLAN should be used as a tool to assist the county in budgeting, planning and incorporating the needs and concerns of the public.

Transportation planning is a cooperative process designed to foster involvement by all users of the system, such as the business community, community groups, the traveling public, freight operators and the general public through a proactive public participation process conducted by the county. The planning process also fosters communication between local governments such as townships, towns and larger cities to jointly discuss transportation needs and coordinate improvements.

B. Definitions

ADT - Value of average daily traffic contained in the National Bridge Inventory (NBI Item 29).

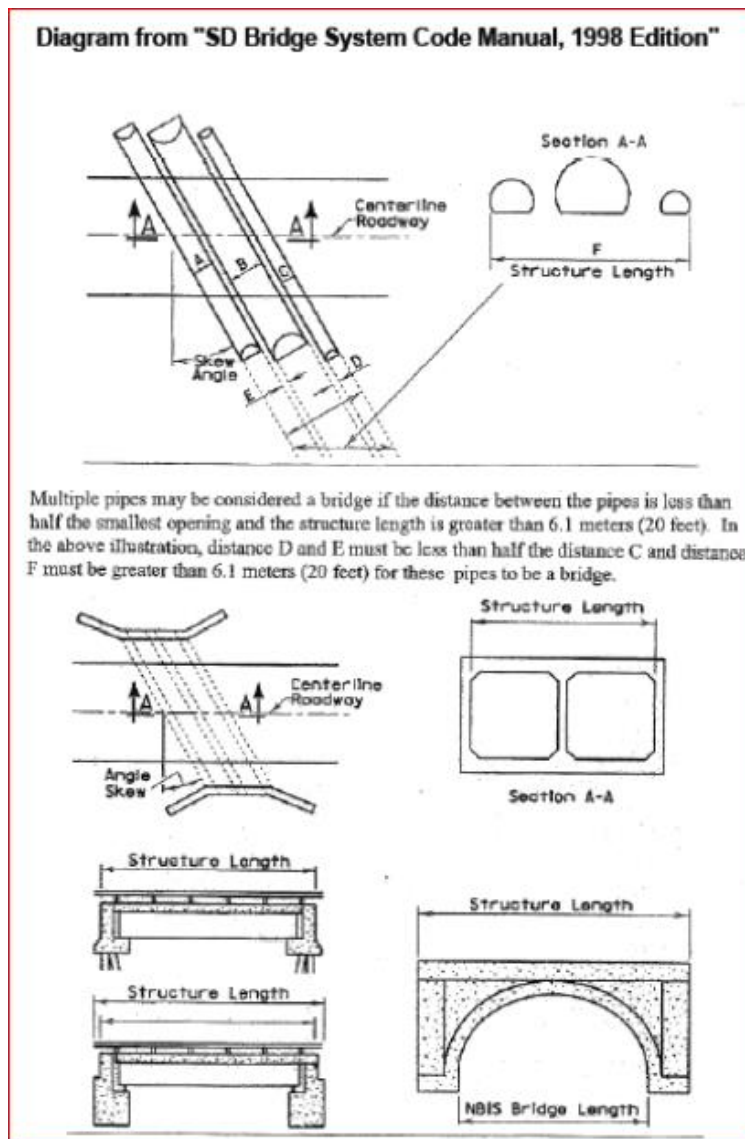
Accepted Plan – A plan which has been reviewed and accepted by the Department in accordance with Administrative Rule 70:12:02.

Amended Plan – Changes to the plan and plan sheets during the year which require a resolution signed by the appropriate governing entity. At a minimum, this includes a revised Project Listing and Revenue Sources Document.

Annual Update Plan – Submission of an annual update of the accepted plan, by an eligible applicant.

Bridge - As defined in the National Bridge Inspection Standards (NBIS): A structure including supports erected over a depression or an obstruction, such as water, highway, or railway, and having a track or passageway for carrying traffic or other moving loads, 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. Refer to Figure II-1.

Figure II-1



Bridge Improvement Grant (BIG) – Grant available to Local Public Agency (LPA) for preliminary engineering, bridge preservation, structure replacement or major rehabilitation.

Bridge Preservation – Actions or strategies that prevent, delay or reduce deterioration of bridges or bridge elements, restore the function of existing bridges, keep bridges in good condition and extend their life. Preservation actions may be preventive or condition-driven.

Bridge Rehabilitation – Major repair work such as deck replacement, bent cap repair, encasing pile, abutment repair, etc.

Federal-aid System – A public highway eligible for assistance from the Federal Highway Administration other than a highway functionally classified as a local road or rural minor collector.

PE–BIG – Subgrant available for LPA to cover preliminary engineering work, including preservation/rehabilitation/replacement investigation studies, surveys, bridge hydrologic/hydraulic (H/H) studies, including the type, location and size recommendation, foundations investigation, etc.

Posted – Bridge is signed for less than legal loads. NBI item 70.

Preservation BIG– Grant for minor repair/rehabilitation and preservation work valued at less than financial limits as set in Section III of this procedure. Examples are scour projects, fatigue retrofits, waterproofing joints, painting, safety upgrade rail/barrier, or deck treatments (Concrete Overlays, Epoxy Seals, Asphalt & Membrane overlays, and Epoxy Chip Seals). The primary function of these treatments is to preserve the structure elements and extend the service life of the structure.

Rehabilitation Projects – Major repair/rehabilitation work or combination of minor preservation work valued greater than financial limits to be classified as rehabilitation/replacement work.

Replacement Projects – Total replacement of the structure.

Wheel Tax – Imposition of a tax by County ordinance as authorized in South Dakota Codified Law 32-5A. County rate evaluated will be based on the tax imposed to vehicles over 6000 lbs. GVW.

C. State Requirements

In 2015, the State of South Dakota established the local Bridge Improvement Grant fund by SDCL 32-11-38. To be eligible for the funding, the county must have imposed a wheel tax and have an adopted TRANSPORTATION PLAN in accordance with the rules promulgated by the Transportation Commission and Administrative Rule, Article 70:12. County Commission certification adopting the plan and a copy of the plan must be submitted to the South Dakota Department of Transportation (SDDOT) for approval by October 15 each year. The TRANSPORTATION PLAN must be updated and submitted to the SDDOT annually to maintain eligibility for the bridge grant funding.



D. Developing and Updating a TRANSPORTATION PLAN

Projects are generated from many sources including elected officials, studies, inventory management systems, local knowledge, staff members and other interested individuals and groups. In many cases, tools such as pavement management systems, bridge and culvert inventories, accident data, historical data and local knowledge are used to help identify potential new projects. Potential new projects must undergo a review of scope, priority, schedule and financing concepts.

Once the programmed project list is developed, a coordination meeting with townships and a public meeting should be held to provide an opportunity for public comment. Based on the results of the township coordination meeting, public meeting and comments from the county commission, a final version of the TRANSPORTATION PLAN is developed. This final version is then adopted by the commission. Commission certification adopting the plan and final document are to be submitted to the SDDOT for approval.

The annual TRANSPORTATION PLAN update starts with the previously adopted TRANSPORTATION PLAN. Projects in the previously adopted TRANSPORTATION PLAN are reviewed and those that have been completed, or because of changing conditions, are no longer needed, are removed from the TRANSPORTATION PLAN. The remaining projects carried over from the previous TRANSPORTATION PLAN are reviewed for changes to cost estimates, project funding, schedule or scope during the update process to ensure the most current information is represented in the TRANSPORTATION PLAN.

Updated projects from the previous TRANSPORTATION PLAN and new projects can be used to create an updated project needs list (optional). A financial plan is developed to identify available funding for highways and bridges. With the optional project needs list, or other method used to identify project needs, and the list of projected revenue available for highway and bridge use, a five-year programmed project list can be developed. The phasing and funding of these projects in the five-year project list is based on input from county elected officials, studies, inventory management systems, public, staff and local and historical knowledge.



E. What to Include in the TRANSPORTATION PLAN

The TRANSPORTATION PLAN should include, but is not limited to, the following information:

1. Map(s)

Create one or multiple maps to include classification of roadways. The maps are a tool to be used in the planning and public meeting process. They are available through the SDDOT. Since the maps are provided by the SDDOT, they do not need to be a part of the final submittal to the department. However, the plan submittal to the DOT should clearly state the maps were provided at the public meeting.

In addition, maps may include, if available, Average Daily Traffic (ADT), inventory of highways and structures. The classification map can either be the federal function classification map (SDDOT) or a local map showing the function of the roadway.

Roadway classification is the process by which streets and highways are grouped into classes, or systems, according to the character of service they are intended to provide. Basic to this process is the recognition that individual roads and streets do not serve travel independently in any major way. Rather, most travel involves movement through a network of roads. It becomes necessary then to determine how this travel can be channelized within the network in a logical and efficient manner. Functional classification defines the nature of this channelization process by defining the role that any particular road or street should play in serving the flow of trips through a highway network.

Examples of roadway classification are:

Arterial – Roadways with higher traffic with a longer uninterrupted distance

Collector – Roadways that connect traffic from the local roads to the arterials

Local – Roadways that have little or no through movement and typically serve short travel distances

Design standards are tied to functional classification. Each class has a range of recommended lane widths, shoulder widths, curve radii, etc.

Map examples can be found on pages 14-16 and required GIS data files and maps are available from the SDDOT.



2. Inventory of Highways and Bridges

Create a list or map(s) that show an inventory of roads maintained by the county. The map(s) or list should identify the location and surface type (gravel, blotter, asphalt concrete, etc.). Optional items could include, if available: surface width, surface thickness, base thickness, year built, last year improved and type of improvement, shoulder type, shoulder width and culvert inventory. A highway map showing surface type can be used for the highway inventory.

Create a list or map(s) that shows an inventory of the bridges for which the county is responsible per SDCL 31-14-2. The list or map(s) will identify the location of the bridge and whether the bridge is posted for load capacity along with the posted limit(s). Optional items include: year built, last year improved and improvement type.

SAMPLE BRIDGE INVENTORY LISTING

McPherson										
Structure Number	Custodian Code	SD Struct Type	Structure Length	Structure Width	Year Built	Year Reconstructed	Operating Status	Percent below Legal Load	Fed Suff Rating	Location
45010047	2	X028	32	0	1940		B	2	41.1	3.5W 7.3N Eureka
45380084	2	X028	26	0	1952		A	5	88.7	0.5E 6.6N of Leola
45460197	2	X020	92	28.3	1956		A	5	88.7	2.3N Wetonka
45470175	2	X031	32	19.7	1935		B	0	34.9	4.5N 1E Wetonka



3. Project Needs List (Optional)

To help in programming five years of projects, it may be beneficial to create a list of all the highway and bridge needs in the county. This list should include a project location, project description with an improvement type (reconstruction, maintenance, surfacing, structure replacement or rehabilitation) and a project estimate. Projects contained in the project needs list are organized according to project need based on input from public leaders, staff and the general public. The needs may be ranked as high, medium or low priority, or by a numbering system. The needs list could help show the public and elected officials the needs in the county and the programmed projects will show what projects can be done with the funding available.

When developing the list of needs, consideration should be given to traffic generators such as schools, grain terminals, large dairies, ethanol plants, etc. The impacts from the traffic generators may change the classification triggering a need to improve the roadway. Some of the traffic generators may exist in neighboring counties or states and should not be ignored in the decision-making process. Safety issues should also be considered. Examples of safety projects are narrow or non-existent shoulders, pavement markings, blind corners, sharp curves, steep side slopes and poor sight distance.

Some of the needs may be short-term, and some may be long-term. The long-term needs may require several projects in order to complete. Determining the timeframe of long-term and short-term needs can vary depending on the size or complexity of the project.

The needs should identify problems or deficiencies and explore possible solutions. The county may want to evaluate efficiency of the existing systems or reducing the frequency and severity of crashes in identified problem areas.

The system needs should also consider preservation of existing facilities. Preventive maintenance is typically applied to pavements in good condition having significant remaining service life. As a major component of pavement preservation, preventive maintenance is a strategy of extending the service life by applying cost-effective treatments to the surface or near-surface of structurally sound pavements. Examples of preventive treatments include asphalt crack sealing, chip sealing, slurry or micro-

surfacing, thin and ultra-thin asphalt overlays, concrete joint sealing, diamond grinding, dowel-bar retrofit, and isolated, partial and/or full-depth repairs.

a. Project Types

- 1) Project improvements not considered routine or corrective maintenance by the county. Examples include:

ROADWAY

New Route Construction
Reconstruction
Pavement Replacement
Overlays
Re-graveling of segment/route
Restoration of pavement drainage system
Chip Seals
Micro-surfacing
Blotters
Slope flattening
Pipe/Culvert Linings or Rehab
Surface Type Change (Gravel → Asphalt / Asphalt → Gravel, etc.)

STRUCTURE

New Bridge Construction
Bridge Replacement
Deck Replacement
Deck/Slab Repair
Deck Overlay
Girder Repair/Painting
Column, Cap, or Abutment Repair
Scour Counter Measures
Seal Coats
Epoxy Chip Seal
Bridge Painting
Elimination of open joints
Bearing repair
Remove and Reset Box Culverts

- 2) The following types of projects are considered routine or corrective maintenance and it is optional to include them in the plan:

ROADWAY

Snow Removal
Pothole Patching/Repair
Gravel Blading
Crack Filling
Isolated Concrete/Asphalt Patching
Isolated Joint Replacement
Isolated / Spot Re-graveling

STRUCTURE

Bridge Deck Patching
Cleaning of Ditches and Structures
Cleaning of Debris around Structures
Pipe Cleanout

SDDOT's Local Government Assistance Office should be consulted for other activities not listed.

SAMPLE GRAVEL SURFACING SCHEDULE

Amount of Traffic	Average Daily Truck Traffic	Gravel Thickness Required	Blading Frequency
High	>50	12"	Every month
Medium	10-50	9"	Every 2 months
Low	<10	7"	Every 3 months

b. Project Costs

The Total Project Cost included in the TRANSPORTATION PLAN is based on varying levels of cost estimating. As the project moves from the planning level to a more detailed level of design, cost estimates are refined based on the more detailed information. The following defines the cost estimate types in order of increasing detail and certainty:

- 1) **Conceptual Estimate (Project needs List):** These conceptual estimates are used where a significant need has been identified but a detailed project scope has not been developed. These cost estimates have the potential to change significantly as the project scope becomes more defined.
- 2) **Planning Level Estimate (Five-year programmed project list):** These cost estimates are based on a generally defined scope. Cost estimates are usually based on limited field-work and general cost assumptions. No actual design work has been done prior to the development of these cost estimates. The cost estimate could still change significantly as design work begins, but the estimate is more reliable than the Conceptual Estimates.
- 3) **Engineer's Estimate (Design phase):** These cost estimates are based on actual preliminary design work. If done for all facets of the project and there are no further additions to the project scope, these estimates should represent a fairly accurate cost for the project.

County governments will decide which type of cost estimate best fits to help them make decisions. Cost estimates should be updated as part of the TRANSPORTATION PLAN update.

The DOT has the statewide average bid prices for informational purposes on its website at https://dot.sd.gov/doing-business/contractors/forms-documents#listItemLink_1444.

SAMPLE TABLE OF PROJECT NEEDS LIST

Project Location	Project Needs List Project Description	Total Project Cost	Prioritization Ranking (optional)

4. Projected Revenue Available (Five-year budget projection for highway and bridge program)

The TRANSPORTATION PLAN projected revenue table identifies the amount of funds projected to be available for highway and bridge use over the next five years.

Non-confirmed but potential revenue sources should be identified. These include, but are not limited to, grant funds applied for which confirmation has not yet been received.

Planned expenditures for each project are summarized into funding categories. The funding categories should reflect anticipated revenue sources. If they are different than what is listed below, the applicant should change the descriptions to best match the agency’s terminology. Below are examples of funding categories that may be used in the TRANSPORTATION PLAN:

Revenue Sources – This includes the following types of funding categories (other formats are acceptable):

- a. Local Funds** - The taxes levied portion of the revenue estimates includes a variety of funding sources including property tax, motor vehicle licenses, wheel tax, etc. Local funds also include the annual Surface Transportation Block Grant Program (STBGP) payout funds.
- b. Intergovernmental Revenue** – The Intergovernmental sources of revenue includes charges for services for townships and road districts.
- c. State Funds** - These are any revenues from the state for highway

purposes including Bridge Improvement Grants (BIG), Agri-Business Grants, Pavement Marking projects, and State Match on SIB loans and STBGP projects, etc.

- d. Federal Funding** - Federal funding is available through various programs included in Federal transportation legislation. SDDOT administers most of these programs. They include Emergency Relief (ER), Federal Emergency Management Agency (FEMA), Surface Transportation Block Grant Program Funds, Highway Impact Program (HIP) Funds for Bridges, Transportation Alternative Program (TAP), Safety funds, County-Wide Signing Projects, etc.
- e. Other** – Miscellaneous funding sources include transfer of general funds, sale of surplus property, and others that do not fit into the categories above.

SAMPLE REVENUE SOURCES TABLE

Account Description	2022	2023	2024	2025	2026
Local Funds					
General Funds-property tax					
Motor Vehicle Licenses					
Wheel Tax					
Annual STBGP Payout Funds					
Intergovernmental Funds					
Township Services					
State Funds					
PE - BIG (planning to apply for)					
PE - BIG (awarded by DOT)					
Preservation - BIG (planning to apply for)					
Preservation - BIG (awarded by DOT)					
Rehab/Repl - BIG (planning to apply for)					
Rehab/Repl - BIG (awarded by DOT)					
Other (Match on STBGP Projects, Pavement Marking Prj.)					
Federal Funds					
TAP					
ER/FEMA					
OTHER (STBGP, Bridge, Signing, Hazard Elimination, SIB Loans)					
TOTAL					



5. Project List (Five-year programmed project list based on projected funding)

Create a project list either by using the project needs list or another method and the projected revenue available for highway and bridge use. The projects must be selected based on projected revenue available. Include a project location, project description with an improvement type, funding source(s) and a planning level or engineers estimate. Projects contained in the project list are organized according to programmed year and are based on needs and input from public leaders, staff and the public. If there are no capital improvement projects planned for the next five years, this section may still have a project with the improvement “Maintenance” listed. A sample spreadsheet can be found on page 19.

Portions of a project may be unfunded. A portion of the project cost planned for the five years included in the TRANSPORTATION PLAN may include grant funding which has been or will be applied for, but not yet approved.

If it is anticipated that an application for Bridge Improvement Grant funds will be submitted, this **must** show up in your project list. Bridge Improvement Grants will include Preliminary Engineering Grants, Bridge Preservation Grants and Bridge Replacement/Rehabilitation Grants. Enter the proposed project in the year you anticipate expending most of the funds. For Preliminary Engineering, that would be the year you anticipate hiring a consultant to do the survey, structure sizing, and hydraulic analyses. In most cases this will be the date at the top of the application form. For Bridge Preservation or Replacement/Rehabilitation projects, it is the year you plan on letting and constructing a project. If the project is expected to be let to bids in the fall, but the expenditure of funds will be in the following summer, use the year when most of the funds are anticipated to be spent.

Equipment is often a large portion of the Transportation budget and should also be considered when evaluating project selections.

6. Project Status List

Include the previous year’s programmed projects list and descriptions from the previous TRANSPORTATION PLAN and explain the status of the projects. Some examples would be: completed, under design, planning, in-progress, deferred to a specific year, etc. Showing the status of the projects from the previous year’s Plan (all five years), will give the elected officials and public an understanding of where the programmed projects stand.

SAMPLE TABLE OF PROJECT STATUS

Project Location	Annual Listing of Programmed Projects		Status
	Project Description	Year	

F. Public Involvement and Coordination with other Agencies

Once a project list is developed, the county will coordinate with the townships on the township road bridges and conduct a public meeting to provide an opportunity for public comment. While a separate public meeting is recommended, it can be held in conjunction with a regular commission meeting. Following the public and township coordination meetings, the commission will consider all comments and develop a final version of the TRANSPORTATION PLAN. The county commission will adopt the final TRANSPORTATION PLAN and submit the TRANSPORTATION PLAN, including the cover form and certification, to the South Dakota Department of Transportation for approval.

The TRANSPORTATION PLAN shall include a copy of the affidavit of publication for the public meeting’s notice, a copy of the coordination letter / letter of notice from the county to the township if a bridge on a township road is included, an attendance list from the public meeting and a summary of all public comments.

G. Amendments to the Plan

The TRANSPORTATION PLAN may be amended by the county commissions at any of their regular meetings. Amendments that impact the potential application for BIG funds should be sent

to the SDDOT for their files to ensure that the BIG projects show up in the Plan prior to BIG applications being submitted.

H. Submittal of Plans and County Contact Information

The **TRANSPORTATION PLAN** shall be submitted to the Department of Transportation by October 15 each year.

The **TRANSPORTATION PLAN** shall include the Submittal and Certification Form as shown on page 20.

The preferred method of submittal of the **TRANSPORTATION PLANS** is electronically in pdf format to Wade.Dahl@state.sd.us. If it is not possible to email the plan, a hard copy (1) may be mailed to:

Wade Dahl
SDDOT Local Government Assistance
700 E Broadway
Pierre, SD 57501



CHECKLIST OF REQUIREMENTS FOR PLAN

_____ Certification Form

Maps

_____ Map including roadway classification and bridge locations (if DOT unaltered maps are used at public meeting and are not attached, check here _____)

_____ Map showing Five-year programmed project locations from the Programmed Project listing

Inventory lists

_____ Highways: include location and surface type (a map is acceptable; if DOT unaltered maps are used at public meeting and are not attached, check here _____)

_____ Bridges: include location, sufficiency rating, and actual load limits if posted.

_____ Projected Revenue Available per year

_____ 5-year Project List (Programmed Projects)

_____ Project Status List (not required for first time plan submittal)

_____ Affidavit of publication of public meeting notice (copy of the notice or article alone, is not sufficient)

_____ Township coordination letters/notice (sample letter and mailing list is acceptable)

_____ Attendance list from public meeting (all attendees – not just commission members)

_____ Public Comments (if no comments are received, clearly indicate that in the plan submittal)

CHECKLIST OF REQUIREMENTS FOR ANNUAL UPDATE

- _____ Certification Form
- _____ Projected Revenue Available per year
- _____ 5-year Project List (Programmed Projects)
- _____ Project Status List
- _____ Affidavit of publication of public meeting notice (copy of the notice or article alone, is not sufficient)
- _____ Township coordination letters/notice (sample letter and mailing list is acceptable)
- _____ Attendance list from public meeting (all attendees – not just commission members)
- _____ Public Comments (if no comments are received, clearly indicate that in the plan submittal)

SAMPLE TRANSPORTATION PLAN MAP(S) AND FORMS

CERTIFICATION FORM

The following Form shall be included at the front of the County Highway and Bridge Improvement Plan:

Certification: As approved this ____ day of _____, 202__
_____ County Commission

By: _____
County Commission Chairperson

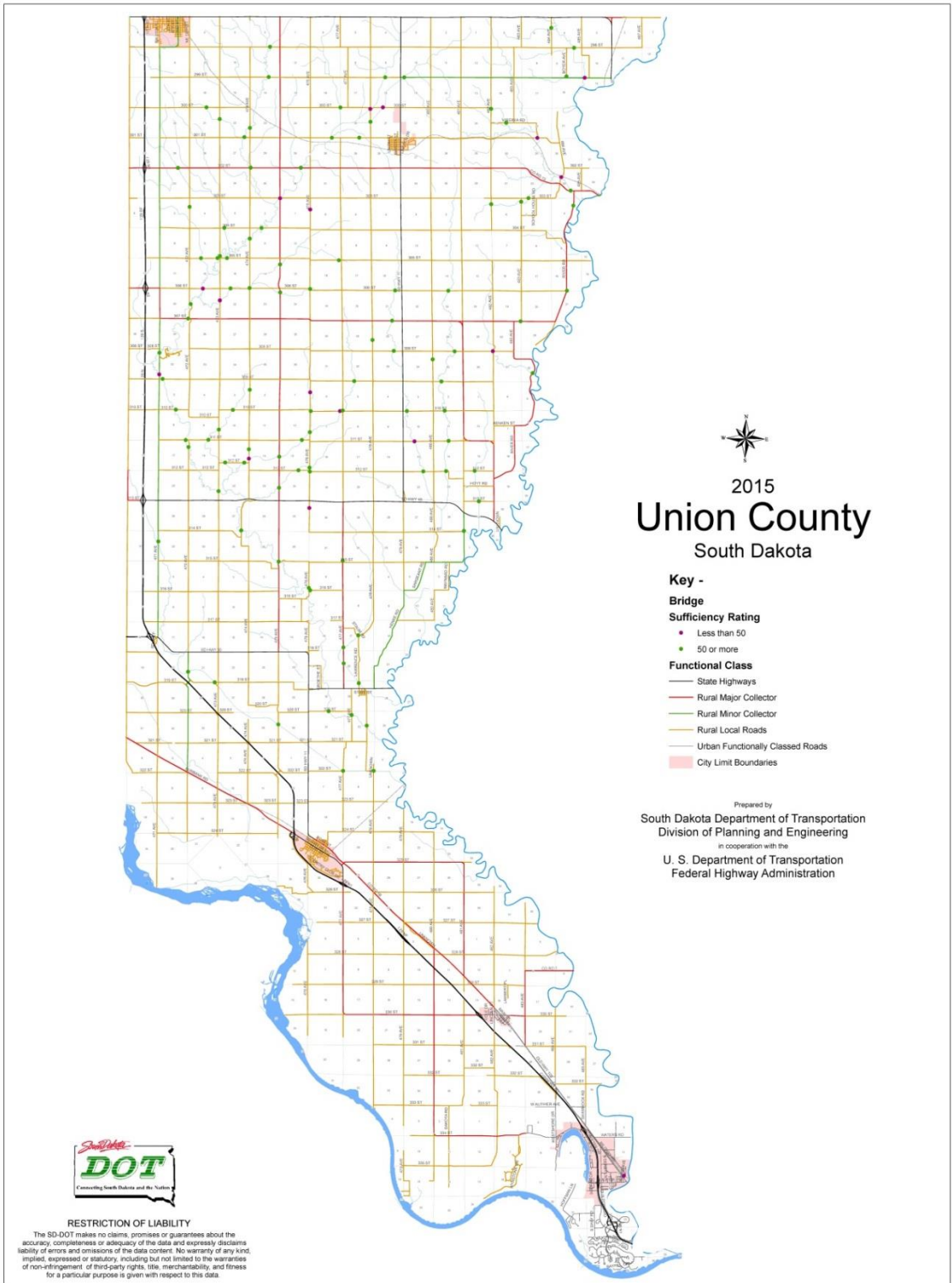
Attest:

County Auditor or Clerk

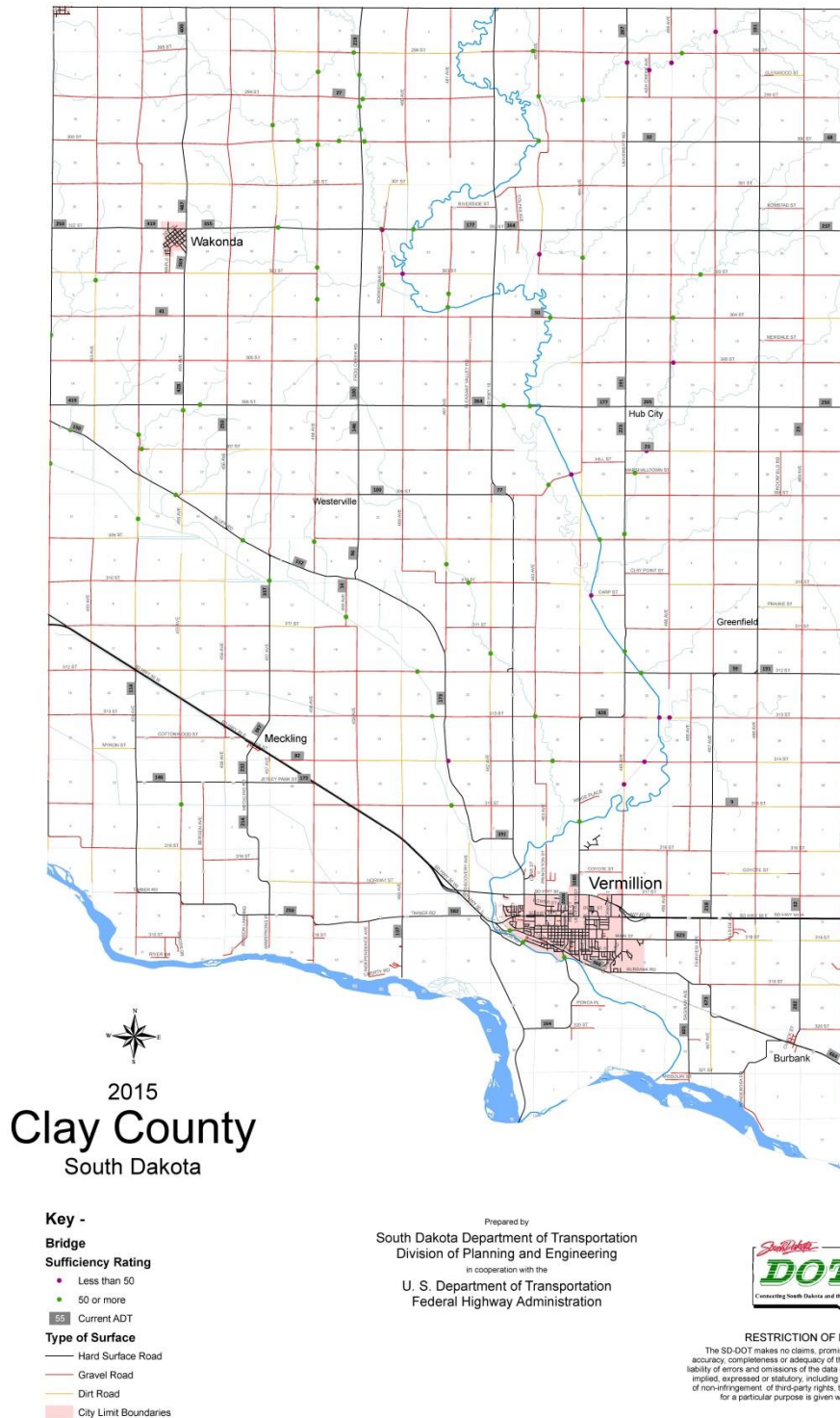
County Contact Person: _____
Phone Number: _____
Email Address: _____

Received by SDDOT on _____
Approved by SDDOT on _____

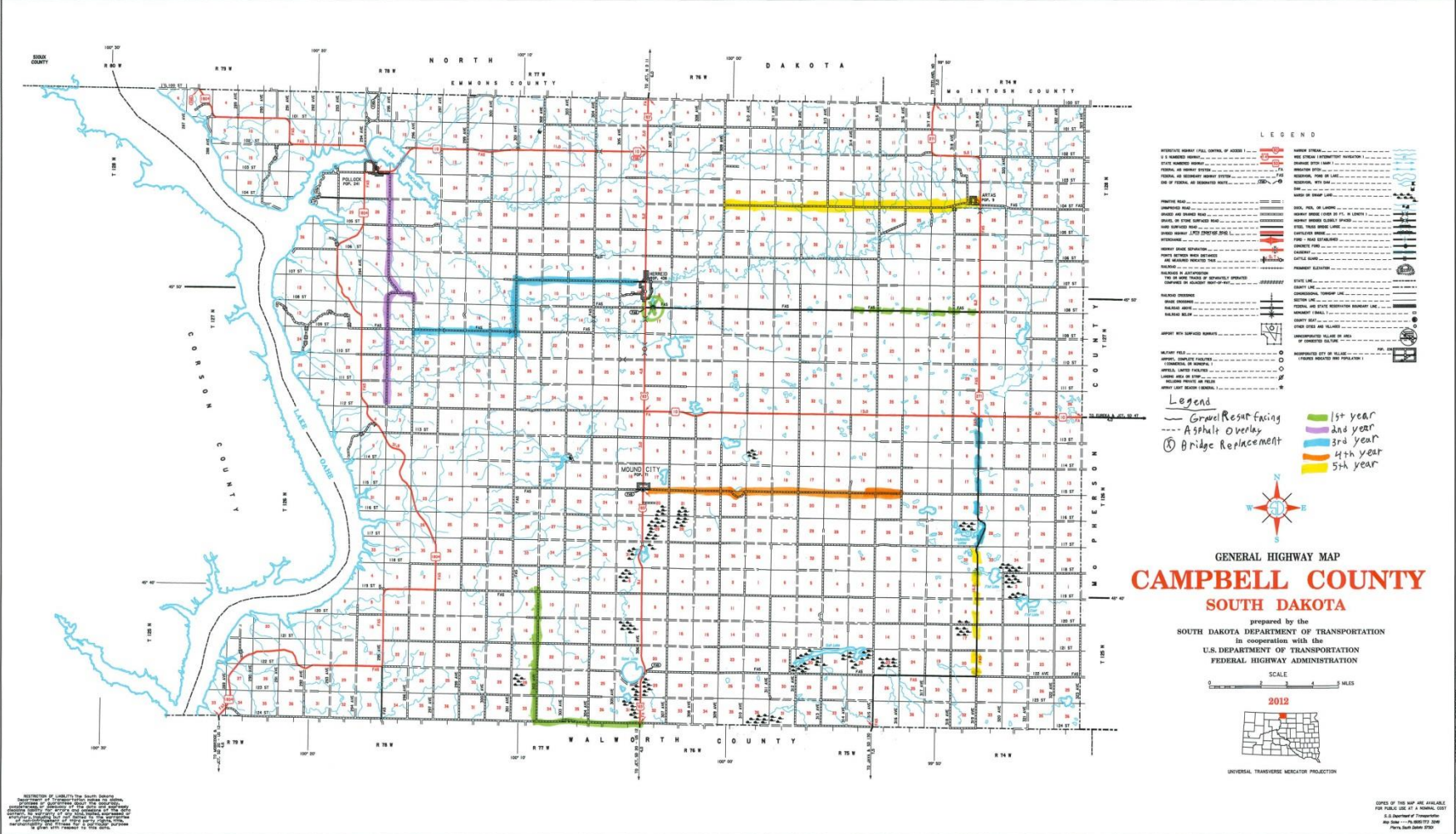
SAMPLE ROADWAY CLASSIFICATION AND BRIDGE SUFFICIENCY/LOCATION MAP



SAMPLE SURFACE TYPE AND ADT MAP



SAMPLE PROJECTS MAP



Project Needs List

Project Location	Project Description	Total Project Cost	Prioritization Ranking (Optional)

REVENUE SOURCES TABLE (Show amounts in thousands of dollars)

Account Description	2022	2023	2024	2025	2026
Local Funds					
General Funds-property tax					
Motor Vehicle Licenses					
Wheel Tax					
Annual STBGP Payout Funds					
Intergovernmental Funds					
Township Services					
State Funds					
PE - BIG (planning to apply for)					
PE - BIG (awarded by DOT)					
Preservation - BIG (planning to apply for)					
Preservation - BIG (awarded by DOT)					
Rehab/Repl - BIG (planning to apply for)					
Rehab/Repl - BIG (awarded by DOT)					
Other (Match on STBGP Projects, Pavement Marking Prj.)					
Federal Funds					
TAP					
ER/FEMA					
OTHER (STBGP, Bridge, Signing, Hazard Elimination, SIB Loans)					
TOTAL					

Note:

- For State and Federal Funds, only enter the applicable amount (i.e. 80% of total project cost).
- Include both BIG funds awarded and BIG funds that will be applied for but not yet received.

FIVE-YEAR PROGRAMMED PROJECT LISTING

Project Location	Project Description	Year	Proposed Five-Year Project Funding Information (in thousands of dollars)						Total Project Cost
			Local Funding	Federal Funding	State Funding	Unfunded	Anticipated Grant	Total Funding	

Local Funding Includes: Match on BIG funding, traditional BRO & BRF projects, TAP projects, etc., and some shortfalls/balances on misc. projects. Also STBGP Payout funds.

Federal Funding Includes: 100% of Signing & Delineation projects, and approx. 82% of STBGP, BRO, BRF, and TAP projects. Federal portion of ER/FEMA projects.

State Funding Includes: Up to 80% of awarded BIG projects, approx. 80% of Pavement Marking projects, and approx. 18% match on STBGP projects.

Anticipated Grant (BIG): Up to 80% of total

PUBLIC INVOLVEMENT DOCUMENTATION

Include copies of any invitations sent to townships or road districts.

Below is the sample of documentation that should be used for public involvement and coordination with other agencies.

A public meeting was held on (DATE) to solicit public input into the proposed 5 year plan prior to adoption by the COMMISSION. (#) attended the meeting. Notice of the meeting was printed in the (NEWSPAPER(s)) prior to the meeting, as shown by the affidavit of publication.

**SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION
DAVISON COUNTY
NOTICE OF PUBLIC INFORMATION MEETING / OPEN HOUSE
FOR
DAVISON COUNTY MASTER TRANSPORTION PLAN**

Date: December 2, 2014
Time: 5:30 p.m. to 7:00 p.m.
Place: Davison County Fairgrounds Complex, Meeting Hall
 3200 West Havens, Mitchell, SD 57301

The South Dakota Department of Transportation (SDDOT) in conjunction with Davison County will hold an open house style public meeting to discuss and receive public input on the development of a Master Transportation Plan for Davison County. The open house will be informal, with one on one discussion available with SDDOT, County & Consultant staff.

Between 5:30 p.m. and 7:00 p.m., SDDOT, County, & Consultant staff will be available with displays to discuss transportation issues within Davison County and answer your questions. During this time, you will also have the opportunity to present written comments. A short presentation will be given at approximately 6:00 p.m.

Notice is further given to individuals with disabilities that this open house/public meeting is being held in a physically accessible place. Any individuals with disabilities who will require a reasonable accommodation in order to participate in the open house/public meeting should submit a request to the department's ADA Coordinator at 605-773-3940 or 1-800-877-1113 (Telecommunication Relay Services for the Deaf). Please request the accommodations no later than 2 business days prior to the meeting in order to ensure accommodations are available. For further information regarding the study, contact Steve Gramm at (605) 773-0641 or by email at steve.gramm@state.sd.us

Published twice at a total approximate cost of \$119.30

AFFIDAVIT OF PUBLICATION

STATE OF SOUTH DAKOTA)
) SS
 COUNTY OF DAVISON)

Penny Hohbach of said county, being, first duly sworn, on oath, says; that he/she is the publisher or an employee of the publisher of The Daily Republic, a daily newspaper, published in the City of Mitchell, in said County of Davison, and State of South Dakota; that he/she has full and personal knowledge of the facts herein stated; that said newspaper is a legal newspaper as defined in SDCL 17-2-2.1 through 17-2-2.4 inclusive; that said newspaper has been published within the said County of Davison and State of South Dakota, for at least one year next prior to the first publication of the attached public notice, and that the notice, order or advertisement, a printed copy of which, taken from the paper in which the same was published, and which is hereto attached and made a part of this affidavit, was published in said newspaper for 2 issues(s), to wit:

Saturday, November 15, 2014

Saturday, November 22, 2014

That the full amount of the fee charged for the publication of the attached public notice insures to the sole benefit of the publisher or publishers; that no agreement or understanding for the division thereof has been made with any other person, and that no part thereof has been agreed to be paid to any person whomsoever, that the fees charged for the publication thereof are: \$119.30

Signed: Penny Hohbach

Subscribed and sworn to before me this 25th day of November, 2014.