



**TRANSPORTATION CABINET**

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TO: Michael Hill, P.E.  
Director  
Division of Professional Services

FROM: Nancy Albright, P.E. *Nancy*  
Director  
Division of Maintenance

DATE: December 27, 2010

SUBJECT: Revised Consultant Prequalification Criteria  
In-depth Structure Inspection Services

Below is the revised Consultant prequalification for In-depth Structure Inspection.

**INITIAL PREQUALIFICATION-**

Demonstrate structural design competence.

Demonstrate experience with performing inspections for NBIS purposes, or demonstrate an understanding of NBIS requirements for such inspections by demonstrating knowledge of the Bridge Inspector's Reference Manual 2006 (or later edition) and current edition of the Recording and Coding Guide for Structural Inventory and Appraisal of the Nations Bridges; and

Demonstrate an understanding of the access requirements and traffic control ramifications of conducting such inspections by providing a narrative describing what types of access equipment might be required and how traffic control would be handled (which should identify whether these can be provided in-house or obtained through other means).



Memo to Michael Hill

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**REVISED PREQUALIFICATION-**

- Demonstrate experience with performing inspections for NBIS purposes, or demonstrate an understanding of NBIS requirements for such inspections by demonstrating knowledge of the current edition of FHWA Bridge Inspector's Reference Manual (BIRM), the current edition of the AASHTO Manual for Bridge Evaluation and the Recording and Coding guide for Structural Inventory and Appraisal of the Nations Bridges; and
- Demonstrate an understanding of the access and traffic control requirements of conducting such inspections by providing a narrative describing what types of access equipment might be required and how traffic control would be handled (which should identify whether these can be provided in house or obtained through other means.)
- Have adequate staff, who meet minimum requirements for qualification for Team Leader or Program Manager as set forth in National Bridge Inspection Standards (23 CFR 650 C), to be present in each area of operation during all phases of inspection and condition reporting. (A copy of certificate of successful completion of National Highway Institute course 130055 "Safety Inspection of In-service Bridges" will be required for each Team Leader for inspection).
- Have all inspection staff trained for element level condition reporting in Pontis Bridge Management System used by KYTC; and
- Have available computer hardware for installation of KYTC's Pontis Bridge Management System software.
- Have adequate staff, meeting team leader qualifications under NBIS, to perform inspections within prescribed frequencies described in scope of work.
- Have available trained staff for performing Non Destructive Testing (Dye Penetrate and Magnetic Particle).

NBA/DWS/JMR

c: Edward Merryman