



MEMORANDUM

To: Mayor and City Councilors

From: Rich Olson, City Manager
Paul Fredette, Public Utilities Director

Date: July 8, 2015

Re: Consideration – Municipal Bridge Inspection Agreement with NCDOT

BACKGROUND:

Every two years, the City is required to do bridge inspections for the City maintained bridges. Traditionally, the City has the bridge inspection done by the North Carolina Department of Transportation via a consultant to NCDOT. Bridge inspections for Elizabeth City are next due in 2016. In 2012, the City executed a Municipal Agreement with the North Carolina Department of Transportation to continue the bridge inspections for the City for the next 10 years (until 2022) unless either party gives notice to cancel the agreement with a 30 day notice.

ANALYSIS:

The City has received notice that the bridge inspections have to be completed in 2016. The notice has asked that we complete the attached form confirming that we are still interested in having the inspections done by a State contractor. The Municipal Agreement entered into in 2012 requires that the City pay 20% of the cost of the bridge inspection. This year, the City's share is estimated to be \$1,040 (\$520 per bridge). There are two City bridges that require inspection: Providence Road Bridge over Knobbs Creek and the Riverside Avenue Bridge over Charles Creek.

FINANCIAL:

The expense for the 2016 bridge inspections will be charged to the City's Powell Bill Fund.

The Finance Committee discussed this matter during their meeting of July 8, 2015. Upon motion by Mayor Peel, seconded by Councilman Donnelly, the committee unanimously recommended approval by the City Council.

STAFF RECOMMENDATION:

By motion, authorize the 2012 Municipal Agreement with NCDOT to continue for the 2016 inspection of two bridges in the City with an estimated City share of the cost of \$1,040; and further, authorize NCDOT to perform the bridge inspections.

RCO/vdw



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

PATRICK L. MCCRORY
GOVERNOR

ANTHONY T. TATA
SECRETARY

June 17, 2015

To Whom It May Concern:

The Federal Surface Transportation Act requires that the Department of Transportation assure that municipal bridges are inspected and load rated every two years.

The process for obtaining inspections in the 19th Cycle is being initiated with this letter, which is the first step toward setting up this cycle's municipal bridge inspections. The letter is sent to all municipalities so that all who have bridges that qualify this cycle have a chance to respond even though they may not have had any qualifying bridges last cycle.

Two items of information are required from each municipality at this time. These are:

- (1) The number of bridges in your municipality that will require inspection and their location within the municipality. The number of bridges should not include any bridges on NC, US, or SR routes. Bridges on these routes are state bridges maintained by the State.
- (2) The option your municipality desires to use in having the required bridge inspections completed.

These two items are discussed below:

In reference to item (1), we are requesting an answer from every municipality on this item to bring our records up to date. We need to know the number of bridges (even if the number is zero) that need to be inspected for every municipality. In order to help you determine if a structure qualifies as a bridge, the following definition is furnished:

A "bridge" is defined as a structure including supports erected over a depression or an obstruction, such as water, highway or railway, and having a passageway for carrying highway traffic and having an opening measured along the center line of the roadway more than twenty feet between under copings of abutments (clear opening, face to face of caps or 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

MAILING ADDRESS:
Structures Management Unit
1581 Mail Service Center
Raleigh, NC 27699-1581

Telephone: 919-707-6400
FAX: 919-250-4082

WEBSITE: <http://www.ncdot.org/>

LOCATION
1000 Birchridge Drive
Raleigh, NC 27610

openings is less than half of the smaller of contiguous (adjacent) openings. See the attached drawing.

In reference to item (2), the following options are available for municipal governments:

OPTION A: Municipal governments may inspect their own bridges with their own staff of qualified bridge inspectors, determine the structural condition and perform all engineering load ratings of the existing bridges and prepare the necessary Structure Inventory and Appraisal Forms for submission to the Federal Highway Administration.

OPTION B: Municipal governments may employ a qualified private engineering firm to perform the inspections and load ratings

OPTION C: Municipal governments may request the North Carolina Department of Transportation to employ a qualified private engineering firm to perform the inspections and load ratings.

If you select Option A, the North Carolina Department of Transportation will make provisions for 80 percent of the cost of the inspection and load rating to be paid for by Federal-aid Highway funds. This payment will be made upon completion of the inspections and load ratings, and the submission of an acceptable invoice. The remaining 20 percent of the cost must be borne by your municipal government. There are no State funds available for the inspection and load rating of municipally owned bridges.

If you select Option B, a formal agreement between the North Carolina Department of Transportation and your governing body will be required before any work can be authorized. The North Carolina Department of Transportation will make provisions for 80 percent of the cost of the inspections and load ratings to be paid for by Federal-aid Highway funds. This payment will be made upon completion of the inspections and load ratings, and the submission of an acceptable invoice. The remaining 20 percent of the cost must be borne by your municipal government. There are no State funds available for the inspection and load rating of municipally owned bridges.

If you select Option C, a formal agreement between the North Carolina Department of Transportation and your governing body will be required before any work can be authorized. The North Carolina Department of Transportation will employ and pay a private engineering firm to inspect and load rate the municipality's bridges and will invoice the municipality for 20 percent of the cost upon completion of the work. The municipality will be expected to reimburse the Department immediately upon receipt of the invoice. The remaining 80 percent will be paid for from Federal-aid Highway funds.

If you selected Option C last cycle, we already have your ten year contract on file from last cycle. Therefore, **you need not execute another contract for this cycle.**

To expedite contract execution, we are attaching option B and C contracts to this questionnaire. Based on your elected option, please print out and execute **two copies** the appropriate agreement and **return both original copies to the address below.** The option C Agreements will have an **effective term of ten years.** **At any time either party may cancel the**

Agreement with a thirty (30) day written notice to the opposite party. If you entered zero for the number of bridges needing inspections, this contract execution does not apply to you.

To estimate the cost of the inspections and load ratings to the municipality, we suggest you use 20% of \$2600 or \$520 per municipal bridge. The ultimate cost of the inspection will depend on fees negotiated with the private engineering firm or the cost of a qualified municipal staff to do the work.

I am requesting you to let me know as soon as possible the number of bridges you need to have inspected (even if the number is zero) and the option your municipality desires to use. Please furnish this information on the enclosed preprinted form and send it back to me.

Please send your responses to:

Gichuru Muchane, P.E.
Assistant State Structures Engineer – Inspections
NCDOT - Structures Management Unit
1581 Mail Service Center
Raleigh, North Carolina 27699-1581

Email: gmuchane@ncdot.gov

If you or your staff has any questions on this matter, please feel free to send an email or call me at (919) 707-6424.

Sincerely,



Gichuru Muchane, P.E.
Assistant State Structures Engineer – Inspections
Structures Management Unit

Enclosure(s)

cc: Tom Koch, P.E.; State Structures Engineer
Greg R. Perfetti, P.E.; Director of Field Operations
Earl Dubin, P.E., FHWA; Division Bridge Engineer

MUNICIPAL BRIDGE INSPECTION QUESTIONNAIRE

Each municipality is requested to answer the following questions:

1. Name of Municipality City of Elizabeth City

2. Number of Bridges Requiring Inspection 2

3. Option municipality desires to use in obtaining the required bridge inspections:

Option A ()

Option B ()

Option C (X)

4. Municipal bridge contact person:

Name Paul A. Fredette
Title Public Utilities Director
Address PO Box 404
Elizabeth City, NC 27909
Telephone (252) 337-6628
Email pfredette@cityofec.com

5. Person completing this questionnaire:

Name Paul A. Fredette
Title Public Utilities Director
Address PO Box 404
Elizabeth City, NC 27909
Telephone (252) 337-6628
Email pfredette@cityofec.com

Please attach a list indicating the bridge numbers (if available), the location of the bridges within your municipality (name of the street the bridge is on & what is underneath the bridge). Consult the attached list for your qualifying bridges last cycle.

Please return this questionnaire to:

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NCDOT -Structures Management Unit
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Raleigh, North Carolina 27699-1581
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