

STRUCTURAL EVALUATION AND BRIDGE MANAGEMENT
CONSULTANT EVALUATION CRITERIA FOR COUNTY MINOR BRIDGE INSPECTION SYSTEM (CoMBIS)

I. SCHEDULE

The work performed shall be in accordance with the approved field schedule as per the Agreement. The rating for this criteria will be based primarily upon State review of the Consultant's work and schedule, and will not reflect factors totally outside the Consultant's control (such as an excessive delay by an authority to issue a right-of-way permit, etc.).

RATING

- 5 Field inspections completed in conformance with approved field schedule. 80% of the reports were submitted at least four (4) months before the end of the project and the remaining at least two (2) months before the end of the project. All SI&A/Pontis data was input to CoMBIS within ninety (90) days of the inspection date. Revised final reports were submitted within thirty (30) days from receipt of comments from the State and/or Bridge Owner (from date of last comments received). All required working files were uploaded into CoMBIS prior to submission of the final reports. Any deliverables^x required to be submitted on CD were submitted to the Bridge Owner within thirty (30) days from Bridge Owner's acceptance of last final report in CoMBIS.
- 4 Field inspections completed in conformance with approved field schedule. 80% of the reports were submitted at least three (3) months before the end of the project and the remaining at least two (2) months before the end of the project. All SI&A/Pontis data was input to CoMBIS within ninety (90) days of the inspection date. Revised final reports were submitted within thirty (30) days from receipt of comments from the State and/or Bridge Owner (from date of last comments received). Any deliverables^x required to be submitted on CD were submitted to the Bridge Owner within thirty (30) days from Bridge Owner's acceptance of last final report in CoMBIS.
- 3 Field inspections completed in conformance with approved field schedule. 100% of the reports were submitted at least two (2) months before the end of the project. All SI&A/Pontis data was input to CoMBIS within ninety (90) days of the inspection date. Revised final reports were submitted within thirty (30) days from receipt of comments from the State and/or Bridge Owner (from date of last comments received). Any deliverables^x required to be submitted on CD were submitted to the Bridge Owner within thirty (30) days from Bridge Owner's acceptance of last final report in CoMBIS.
- 2 Field inspections are completed later than approved field schedule for not more than one bridge. Reports were not submitted two (2) months before the end of the project. All SI&A/Pontis data was input to CoMBIS within one hundred and twenty (120) days of the inspection date. Revised final reports were submitted within sixty (60) days from receipt of comments from the State and/or Bridge Owner (from date of last comments received). Any deliverables^x required to be submitted on CD were submitted to the Bridge Owner within sixty (60) days from Bridge Owner's acceptance of last final report in CoMBIS.
- 1 Field inspections were completed later than approved field schedule for more than one bridge. Reports were submitted beyond the end of the project. All SI&A/Pontis data was input to CoMBIS beyond one hundred and twenty (120) days of the inspection date. Revised final reports were submitted beyond sixty (60) days from receipt of comments from the State and/or Bridge Owner (from date of last comments received). Any deliverables^x required to be submitted on CD were submitted to the Bridge Owner beyond sixty (60) days from Bridge Owner's acceptance of last final report in CoMBIS.

- ✧ Deliverables typically include: Online Submission of Reports and Priority Repairs on CoMBIS, Regular Inspection PDF CD, Interim Inspection PDF CD, Other Inspection (if any) PDF CD, Working files CD (containing CADD, Microsoft Visio, etc.), and Priority Repairs (performed outside of CoMBIS) on CD.

WEIGHT OF CATEGORY 30%

NOTES:

- Field schedule submission must indicate anticipated day of inspection. If there is deviation of more than two weeks, a revised schedule must be submitted to the Department for approval.

II. OVERALL QUALITY (CONSULTANT ERRORS & OMISSIONS/CORRECTED WORK)

Based on the performance checklists, reports submitted shall not require changes due to inaccuracies in technical areas of the report or Consultant errors or omissions in the Structure Inventory and Appraisal (SI&A) or Pontis Data. Corrective work shall not require repeated submissions to the Department.

RATING

- 5 Documented errors and omissions did not exceed **2.5%*** and these errors did not affect the Structural Deficiency or the Functional Obsolescence of the structure. No resubmission of the final reports was required. All Priority E (Emergency) Repairs were properly identified; the Bridge Owner was notified by telephone; the Priority Repair was properly entered in CoMBIS; the notification e-mail was sent to Bridge Owner through CoMBIS (OR a letter was generated and transmitted to a Non-CoMBIS Bridge Owner) within two (2) days of the inspection date. All Priority 1 Repairs were properly identified; the Priority Repair was properly entered in CoMBIS; the notification e-mail was sent to Bridge Owner through CoMBIS (OR a letter was generated and transmitted to a Non-CoMBIS Bridge Owner) within one (1) week of the inspection date. Any required PDF & Working Files CDs were fully in compliance (less than 2 errors) with SDMS Contract Specification in current Version.
- 4 Documented errors and omissions did not exceed **5%*** and these errors did not affect the Structural Deficiency or the Functional Obsolescence of the structure. No resubmission of the final reports was required. All Priority E (Emergency) Repairs were properly identified; the Bridge Owner was notified by telephone; the Priority Repair was properly entered in CoMBIS; the notification e-mail was sent to Bridge Owner through CoMBIS (OR a letter was generated and transmitted to a Non-CoMBIS Bridge Owner) within one (1) week of the inspection date. All Priority 1 Repairs were properly identified; the Priority Repair was properly entered in CoMBIS; the notification e-mail was sent to Bridge Owner through CoMBIS (OR a letter was generated and transmitted to a Non-CoMBIS Bridge Owner) within two (2) weeks of the inspection date. Either PDF or Working Files CD Quality (if required) was in moderate compliance (less than 5 errors) with SDMS Contract Specification in current Version.
- 3 Documented errors and omissions did not exceed **10%*** and these errors did not affect the Structural Deficiency or the Functional Obsolescence of the structure. No resubmission of the final reports was required. Either PDF or Working Files CD Quality (if required) was in moderate non-compliance (more than 5 errors) with SDMS Contract Specification in current Version.
- 2 Documented errors and omissions did not exceed **10%*** and these errors did affect the Structural Deficiency or the Functional Obsolescence of more than **5%‡** of the structures. Resubmission was required for no more than **10%†** of the submitted reports.
- 1 Documented errors and omissions did affect the Structural Deficiency or Functional Obsolescence of more than **5%‡** of the structures. Resubmission was required for more than **10%†** of the submitted reports.

WEIGHT OF CATEGORY 50%

NOTE: Resubmission of Structure Inventory and Appraisal or Pontis data does not constitute resubmission of reports for the purpose of evaluating overall quality. **Format Reports do not count towards Resubmission criteria.** For example, resubmission of final reports is required if the report format is incorrect. Incorrect identification and recommendation of Structural Deficiency or the Functional Obsolescence of the structure is another example of resubmission.

* As per formula "A" on Quality Summary Form for CoMBIS.

‡ As per formula "B" on Quality Summary Form for CoMBIS.

† As per formula "C" on Quality Summary Form for CoMBIS.

III. PROJECT MANAGEMENT

Rates the overall project management, including all aspects of the Consultant’s interaction with the Bridge Owners; NOT the individual(s) serving in the position

The Consultant Project Management:

- was organized and proficient with administrative, procedural and technical skills.
- performed the work of the project as required in the Scope of Services and as directed by the State Project Manager.
- supervised the progress of the work of staff and that of Sub-Consultants.
- was proficient with verbal and written communication skills with Department, County, and Local Owner (when applicable)*.
- was cooperative with the Department, County, and Township/Municipal/Local Bridge Owners (when applicable)*.
- kept the State Project Manager advised of general matters and also identified and worked to resolve problems that arose.
- was available for Department phone calls and meetings.
- received Department approval prior to making any changes to the Consultant Contract Management or team structure established through the Agreement (note: this criteria could result in a rating as low as one (1) for a single infraction.)
- effectively managed Traffic Control and Special Equipment usage.
- performed to the satisfaction of the Local Owner throughout the project in quality and consistency of work*

*Note: The Department will consider both its own observations and those of the County/Local Owner when preparing the Project Management rating.

RATING

- 5 Has met all of the above requirements. No improvement needed.
- 4 Above average performance, did not meet one of the above requirements.
- 3 Average performance, did not meet two of the above requirements.
- 2 Below average performance, did not meet three of the above requirements.
- 1 Did not meet three of the above requirements and/or a change of the Consultant Contract Management was required by the Department.

WEIGHT OF CATEGORY 20%

STRUCTURAL EVALUATION AND BRIDGE MANAGEMENT REPORT QUALITY CHECKLIST FOR COMBIS

CONSULTANT NAME _____ RATING PERIOD _____
 PROJECT ENGINEER _____ DATE _____
 STRUCTURE NO. _____

FORMAT REPORT **SD/FO AFFECTED** **FINAL RESUBMISSION**

DOCUMENTED ERRORS REPORT	WEIGHT	DEDUCT
<i>REPORT, STRUCTURAL INVENTORY & APPRAISAL SHEETS AND PONTIS ELEMENTS [90 POINTS]</i>		
1. Is Structural Data or Work Done Section or LRSS not completed?	2	
2. Are Conclusions or Recommendations not provided as per Section 43 of the Design Manual?	2	
3. If bridge is Structurally Deficient, Functionally Obsolete, or Scour Critical, is major work not recommended?	8	
4. Are Priority 2 Repairs not properly identified or not written in accordance with procedures?	8	
5. Is load rating analysis not provided or incorrect (if calculated in this cycle)? Not updated where necessary (or not recommended for update)? Is loss of section not considered (where appropriate) or controlling member not identified?	8	
6. Are Visio/CADD drawings not provided as per scope of work and/or final proposal? a. Sounding profiles not done in accordance with underwater inspection manual? b. Vertical and Lateral underclearance sketch not done? c. Uploaded as an Image File under Sketch/Image and included in report?	10	
7. Is any required photo or image not included? Is any photo or image not clear? Are the photos properly linked to the right fields?	4	
8. Are field notes not completed with proper inclusion of required forms(i.e.-Fatigue Details, Substructure Scour, etc.)? Are ratings not consistent with field condition?	4	
9. How many Federal or State SI&A Items have coding errors (Not including those items listed below)? [-2 points per error]	20	
10. Are CoMBIS Items M100or M101not updated correctly?	4	
11. Are CoMBIS Items M84 or M85 not updated correctly?	10	
12. How many Pontis Elements are not coded correctly? [-2 points per error]	10	
<i>FIELD VERIFICATION REVIEW [10 POINTS]</i>		
<i>(Dialogue with Consultant Project Manager must occur prior to final determination due to possibility that defects occurred subsequent to inspection)</i>		
13. Are major areas of deterioration (large spalls, severe scaling, wide concrete cracks, steel fatigue cracks, collision damage, etc.) missing or incorrectly documented in report? [-2 points per defect]	10	
TOTAL DEDUCTION PER STRUCTURE =		

STRUCTURAL EVALUATION AND BRIDGE MANAGEMENT QUALITY SUMMARY FORM FOR COMBIS

CONSULTANT NAME _____ RATING PERIOD _____
PROJECT ENGINEER _____ DATE _____

REPORT ERRORS/OMISSIONS							
1	2A	2B	3A	3B	4	5	6
STRUCTURE NUMBER	DEDUCTION POINTS				FORMAT REPORT	RETURNED S.D./F.O. WAS AFFECTED	RESUBMISSION REQUIRED
	PERFORMED	REPORT AND SI&A REVIEW	PERFORMED	FIELD VERIFICATION REVIEW			FINAL REPORTS
TOTAL =							
DEDUCTION POINTS =							

FORMULA "A"
TOTAL REVIEW POINTS = (TOTAL NUMBER IN COLUMN 2A x 90) + (TOTAL NUMBER IN COLUMN 3A x 10)

PERCENT REPORT ERRORS = $\frac{|TOTAL DEDUCTIONS POINTS IN COLUMNS 2B \& 3B|}{TOTAL REVIEW POINTS} \times 100 = ___\%$

FORMULA "B"
ERRORS AFFECTING SD/FO = $\frac{TOTAL NUMBER IN COLUMN 5}{TOTAL NUMBER IN COLUMN 1} \times 100 = ___\%$

FORMULA "C"
PERCENT FINAL RESUB. = $\frac{TOTAL NUMBER OF STRUCTURES IN COLUMN 6}{TOTAL NUMBER IN COLUMN 1} \times 100 = ___\%$

- NOTES:**
1. COLUMNS 1 THROUGH 6 ARE FROM THE INDIVIDUAL STRUCTURE REPORT QUALITY CHECKLIST.
 2. FOR COLUMNS 2A, 3A, AND 4 THROUGH 6, CHECK IF APPLICABLE.