

VIRGINIA DEPARTMENT OF TRANSPORTATION

# STRUCTURE AND BRIDGE DIVISION

## INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM

GENERAL SUBJECT: ESTABLISHING STRUCTURE IDENTIFICATION NUMBERS	NUMBER: IIM-S&B-77
SPECIFIC SUBJECT: CAPTURING COSTS INCURRED DURING THE PRELIMINARY ENGINEERING PHASE OF HIGHWAY STRUCTURES	Date: DECEMBER 3, 2007
	SUPERSEDES: S&B-03-69
DIVISION ADMINISTRATOR APPROVAL: Kendal R. Walus, P.E. / Original Signed State Structure and Bridge Engineer Approved December 3, 2007	

Changes are shaded.

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### CURRENT REVISION

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- Revised the IIM number to eliminate conflict with IIM-S&B-69.2 (Traffic Control Device Structures).
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### EFFECTIVE DATE

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- This memorandum is effective upon receipt.
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### POLICY

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### PURPOSE:

The purpose of these guidelines is to set forth a method of identifying and capturing costs incurred during the preliminary engineering (PE) phase of designing highway bridges and culverts. These costs will be used by the Asset Management Division in tracking the life cycle costs of the bridges and culverts, and on applicable projects, VDOT may use the FHWA's highway bridge replacement and rehabilitation funds.

## INSTRUCTIONS:

For projects having new bridges and culverts or replacement bridges and culverts, a new five-digit structure identification number (Structure ID) is to be assigned in conjunction with the bridge/drainage structure job number (Bxxx, Dxxx) assignment. For rehabilitation or improvement projects, the Structure ID of the existing structure will be used.

Programming Division staff will notify the District Structure and Bridge Engineers of project number assignments so that they can provide the needed Structure ID's. The Programming Division will not provide PE authorization on these bridge projects until the five-digit Structure ID is available for entry into FMS II.

The District Construction Engineer, or Resident Administration on secondary projects, shall include with the LD-430 'Scoping Report' information about the existing structures on the project. The information needed is the four-digit Virginia Structure Number, and the Structure ID. For new structures and replacement structures, the new Structure ID's shall also be included with the Scoping Report.

The four-digit Virginia Structure Number and the Structure ID shall be obtained from the District Structure and Bridge Section.

When the Scoping Report is received, the Programming Division will assure the structure information is included in the bridge maintenance screen in PPMS. The structure information shall be added to the PPMS Bridge Maintenance Screen by the District Structure and Bridge Section. The Programming Division will provide the five-digit Structure ID number to Fiscal Division/FMS II so that the PE costs can be tracked by Structure ID. For existing structures being rehabilitated or improved, the county-route association is automatically copied from the road inventory and added to FMS II by a batch program. For new or replacement structures, the Programming Division will also have a county-route association for the structure added to FMS II.

In order to identify and track PE costs, the Structure ID number must be used in conjunction with the universal project code (UPC) on all accounting documents.

CC: Chief Engineer  
Chief of Systems Operations  
Director of Virginia Transportation Research Council  
Division Administrators under the Chief Engineer  
Chief Financial Officer  
Division Administrators under the Chief Financial Officer  
Chief of Planning and the Environment  
Division Administrators under the Chief of Planning and the Environment  
District Administrators  
Assistant State Structure and Bridge Engineers  
Structure and Bridge Transportation Engineer Program Supervisors  
Federal Highway Administration