

VIRGINIA DEPARTMENT OF TRANSPORTATION

STRUCTURE AND BRIDGE DIVISION

INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM

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| GENERAL SUBJECT: Structure Replacement Funding | NUMBER: IIM-S&B-87.1 |
| SPECIFIC SUBJECT: Limitations on the use of Maintenance Funding for Structure Replacement Projects | Date: September 27, 2012 |
| | SUPERSEDES: IIM-S&B-87 |
| DIVISION ADMINISTRATOR APPROVAL: | |
| <p style="text-align: center;">/original signed/ Emmett R. Heltzel, P.E. State Maintenance Engineer Approved: September 28, 2012</p> | <p style="text-align: center;">/original signed/ Kendal R. Walus, P.E. State Structure and Bridge Engineer Approved: September 28, 2012</p> |

Changes are shaded.

GENERAL CONCEPT

This memorandum establishes criteria for determining project eligibility for the use of Maintenance Funds on structure replacement projects.

EFFECTIVE DATE

This Memorandum is effective for contract structure projects being advertised after July 1, 2011 and for state force structure projects that have a scheduled start date after July 1, 2011.

DESCRIPTION

The purpose of this IIM is to provide information as to when a structure replacement project can use maintenance funding, the limitation of said funding, the required documentation and the auditing responsibility.

CRITERIA FOR DETERMINING THE ELIGIBILITY OF A STRUCTURE REPLACEMENT:

One of the following criteria must be met for a structure to qualify for maintenance funding:

- The structure must be classified as Structurally Deficient or have an element (deck, superstructure, substructure or culvert) with a general condition rating of a 5 (on the verge of becoming structurally deficient).
- Small structures (less than 60 feet in length) where the Department does not have plan sheets for the existing structure are eligible (rehabilitation cost/replacement cost ratio calculations are not required).
- Steel beam timber deck bridges of any length are eligible, provided the funding limitations shown below are not exceeded (rehabilitation cost/replacement cost ratio calculations are not required).
- Corrugated metal and concrete culverts are eligible (rehabilitation cost/replacement cost ratio calculations are not required).
- Structures with a plan set displaying the existing structural details, are required to show the rehabilitation cost/replacement cost ratio to be 65% or greater.
- Relative issues such as scour susceptibility, hydraulic adequacy, redundancy, accident history, etc. may necessitate replacement in lieu of rehabilitation. Approval from the District Maintenance Manager must be obtained when a relative issue governs the decision to replace a structure.
- The structure must not have been replaced nor had rehabilitation during the past 10 years.

MAINTENANCE FUNDING LIMITATIONS:

- A District Bridge Program Area may use up to 20% of its annual maintenance funds for replacement projects. Non-NBI culverts are not to be included in the calculation of the 20% maximum. This level may be exceeded to address emergency situations with the approval of the District Maintenance Manager.
- State Forces may perform structure replacement projects where the total costs do not exceed \$600,000. The project estimate at start of construction shall be no greater than \$550,000. State Forces may use federal funds when an emergency exists and approval has been received by the FHWA Division Administrator or his/her representative.
- Contract structure replacement projects are limited up to \$1 million (construction). An estimated cost exceeding \$1 million shall be reviewed by the State Maintenance Engineer in conjunction with the State Structure and Bridge Engineer to recommend the appropriate funding sources for approval by the appropriate Chiefs.

ADVERTISEMENT OF CONTRACT STRUCTURE REPLACEMENT PROJECTS:

The District may advertise contracts with a single structure or bundle multiple structure replacement projects into one contract. No more than five individual structures can be bundled in one advertisement without the prior permission of the State Maintenance and the State Structure and Bridge Engineers. The construction cost estimate for any individual structure, whether it is advertised as a stand-alone contract or part of a bundled contract, shall not exceed \$1 million without prior approval as shown on the previous page. The bundling of similar type structures and/or structures within the same geographical region creates opportunities for reducing the overall cost of the projects and is encouraged.

DOCUMENTATION GUIDANCE:

All structure replacement projects are required to have documentation identifying the eligibility criteria used, approval from the District Maintenance Manager (where applicable) and rehabilitation cost/replacement cost ratio calculations (where applicable).

For bundled contracts, documentation describing why projects were bundled (similar type structures, geographic proximity, etc.), shall be included in the project folder, along with the estimated construction cost and the final bid prices.

REVIEW AND VALIDATION PROCEDURES

The Central Office Structure and Bridge Division, in consultation with the Maintenance Division, will conduct an annual review of 10 percent but not less than one of the maintenance-funded bridge or NBI culvert replacement projects developed by each District Structure and Bridge Program Area.

Central Office Structure and Bridge personnel performing the review shall document findings in a written report and share with all parties involved. An action plan shall be developed by the District to address any found discrepancies. The action plan shall include the discrepancy found, the corrective action required, an estimated compliance date and the responsible person.

NON-COMPLIANCE

A District found to be in habitual (two (2) consecutive years) non-compliance, risks losing the ability to use maintenance funds for structure replacement projects. The State Maintenance Engineer, in consultation with the State Structure and Bridge Engineer, shall make the decision of when a District loses this capability and communicate the same to their respective Chiefs and the Deputy Commissioner.

When a District loses this capability, a minimum of one fiscal year must elapse before permission can be reinstated to that District. The District must develop an action plan identifying how non-compliance issues will be corrected and what safe guards will be used to eliminate further discrepancies. The State Maintenance Engineer has approval authority for the action plan and reinstatement status.

CC: Chief Engineer
Chief of Systems Operations
Division Administrators
District Administrators
District Construction Engineers
District Maintenance Managers
Assistant State Structure and Bridge Engineers
District Structure and Bridge Engineers
Residency Administrators
Structure and Bridge Program Managers
FHWA – Bridge Section