

## **EXHIBIT II**

### **GENERAL SCOPE OF SERVICES Bridge Engineering Assistance Program (BEAP)**

Operational procedures and items not specifically covered by the agreement, this General Scope of Services, or the memorandum of understanding shall be in accordance with the latest version of MoDOT's EPG 754 Bridge Engineering Assistance Program (BEAP).

#### **Information and Services Provided by the Commission**

Upon request by the consultant, the Commission will provide available information of record that may reside in the Commission's files and is pertinent to this project to the consultant. In addition, the Commission will provide the consultant with the specific items or services set forth as follows:

1. A copy of the latest inspection report or other relevant information on the bridge including a photograph, if desired. (district office)
2. Missouri's EPG 753 Bridge Inspection Rating. (Bridge Division)
3. A portion of a map showing the bridge location. (district)
4. Assistance with interpretation of MoDOT policies. (Bridge Division)
5. Assistance with coordination with the Local Public Agency. (district)
6. Statewide consultant contract administration. (Bridge Division)
7. Provide notice to proceed. (district)

#### **General Scope and Typical Procedures for Service**

The general scope of services to be provided by the consultant, all in accordance with the policies of the Commission, are set forth as follows:

##### **1. Planning Stage**

The consultant will:

A. Receive a request from the district office or local public agency for a potential project. In general, the consultant's services could be used to inspect the bridge, analyze conditions and formulate recommendations for the following:

- I. Repair of damaged members.
- II. Strengthening of old or weakened bridges or members with load posting restrictions.
- III. Emergency flood damage and repairs.

- IV. Hydraulic adequacy and channel repair.
- V. Load posting limitations.
- VI. Cost studies for repair or replacement alternatives.
- VII. Recommendations on whether or not to close a bridge.

B. Review information available from the local public agency, district or Central Office and develop a fee ceiling. (Field trips for this purpose are generally not reimbursable. However, if unexpected conditions are encountered, the project estimate can be increased subject to Bridge Division approval for the increased amount. In these cases, the consultant should notify the Bridge Division as soon as possible and provide a revised estimate.)

C. Submit fee ceiling along with a brief definition of the project scope and anticipated calendar time required to complete the project to the district office. This information is included on the BEAP Project Tracking Form submitted to the Bridge Division for review and approval. Bridge projects normally considered to be eligible for BEAP funding are those that are anticipated to be performed in 60 or fewer total person hours per bridge. MoDOT district and Bridge Division personnel will confirm the eligibility of the proposed BEAP Study and estimated cost, and then give the consultant approval to proceed. The Project Tracking Form will be relayed electronically to the consultant – modified to show the assigned BEAP project number and additional “milestone dates” that correspond to the various stages that followed the initial submittal. (Electronic relay of the Project Tracking Form will continue throughout all stages of the project to keep all parties updated with current amended versions of the Project Tracking Form.)

D. When notice to proceed is received, advise MoDOT's district contact person and local public agency personnel of date of the field trip to the site. If a project is cancelled for some unforeseen reason after the notice to proceed is given, the consultant shall immediately notify MoDOT's district contact person and the Bridge Division of this cancellation.

E. The consultant's services shall not be used to:

I. Prepare a complete design and plans for a replacement structure. (If the consultant recommends closing of a bridge due to its unsafe condition, the consultant may suggest several alternative structure types, but the actual design of a replacement is beyond the normal scope of BEAP.)

II. Provide condition and appraisal ratings for existing structures. (This is a duplication of the MoDOT non-state routine bridge inspection program.)

## **2. Inspection Phase**

After receipt of a written notice to proceed from the district, the consultant is expected to make a field inspection to collect data, verify existing data, and to discuss potential solutions with appropriate local public agency personnel. In addition to structural items, the consultant's routine review should also encompass traffic control devices; and based

on bridge and approach widths, approach alignments, etc., recommend any necessary revisions such as "Narrow Bridge" signing, object marker placements, etc.

### **3. Analysis Phase**

The consultant shall provide a structural analysis where structural recommendations are being made that are in accordance with MoDOT's load rating policies included in the current edition of EPG 753 Bridge Inspection Rating, the "AASHTO Manual for Condition Evaluation of Bridges", and AASHTO's "Standard Specifications for Highway Bridges". In cases of conflict, MoDOT's EPG 753 Bridge Inspection Rating shall prevail.

### **4. Reporting Phase**

A. The consultant shall simultaneously submit the completed BEAP Report to the local public agency, the MoDOT district office, and MoDOT Bridge Division. These documents shall be signed and sealed by the consultant. The BEAP Report must address all items identified in the Scope of Services as shown on the Project Tracking Form. The BEAP Report should be very concise (one or two pages), and include a sketch(s) of the recommendation, as appropriate.

B. If a repair or retrofit is being recommended that affects the load capacity of the bridge, the consultant shall include a copy of the load rating calculations for the Inventory and Operating Ratings as well as the load posting ratings in accordance with the latest edition of MoDOT's EPG 753 Bridge Inspection Rating. Also, completion of a "Structure Inventory and Appraisal Data Sheet" is required for data that will change due to the recommendation. If the structure is located in a "commercial zone," additional rating calculations shall be provided for the MO5 rating vehicle.

C. Within 45 days after notification from MoDOT of acceptance of the BEAP Report for each project, the consultant shall submit an invoice for the actual cost and hours per individual project. The consultant shall relay their invoice (and voucher, if HSP-funded) directly to the MoDOT Bridge Division contact for review and processing. The invoice (and voucher, if HSP-funded) shall be signed by the consultant. If desired, the consultant may send their invoice and voucher submittals electronically to the Bridge Division contact's e-mail address, provided that the electronic documents are in the appropriate format and show the consultant's signature.

### **Changes in Project Scope or Other Revisions**

The Project Tracking Form is considered as the memorandum of understanding. Therefore, all appropriate information should be provided on the Project Tracking Form and updated electronically throughout all successive stages of the project to keep the document accurate and current. There should be no deletions or changes of previous information shown. Instead, any alterations to previously accepted information should occur only after approval from MoDOT, and the alteration to the Project Tracking Form

should occur by means of additional notes, and include the date and initials of the individual making the change.

Prior to the initial submittal of the Project Tracking Form, the consultant should ensure that the problem description is accurate and that the Scope of Services accurately addresses the nature of the described problem. In addition, the final BEAP Report shall be consistent in entirety with all items identified in the Scope of Services. If for some reason it is determined by the consultant that a change in either the nature of the problem or scope of services is appropriate, then the consultant shall contact MoDOT immediately to advise of the changed conditions and for approval to proceed.