

CoMBIS FAQs

Q 1:

For our project, the original # of bridges identified for us to inventory was 138. But we discovered that there were 137 structures in the bridge list and 1 bridge was counted twice. Therefore, our original # came out to be 136 structures. As we performed our inventory, we identified an additional 9 structures for a total of 145 structures. As the new requirements for CoMBIS Part II unfolded for structures that qualify for FULL inspections, we found that 64 qualify for FULL inspections, 60 qualify for VISUAL inspections and 21 structures were disqualified. From the 21 disqualified structures, 6 measured less than five feet, 5 measured greater than twenty feet and 8 structures were never located based on the information given to us from the County. **Am I correct in my understanding that we are to provide the Cycle 0 report for structures that require the VISUAL inspection (60) and the disqualified structures (21 – 19 = 2) for a total of 62 structures. Please confirm that only these 62 structures are required for the latest Cycle 0 report.**

A 1:

All 124 regular inspections, whether FULL or VISUAL, require a first Cycle report (Format A). Therefore, in this project, a Cycle 0 report will only be required for the 6 less than five foot (Non-CoMBIS) structures.

In addition, IF an existing Cycle 0 report contains SIGNIFICANT errors - ones we identify as needing to be fixed IMMEDIATELY - we may ask you to do a second Cycle 0 report for that structure or group of structures. In this situation, we ask that you do this report immediately and submit it so we can get it finalized (which transfers the data to the "central database values"). These values will then be available to your regular report when you subsequently create it (Note: A report is created from the central database values in place at the moment the report is created. There is no way to automatically "update" these values later).

The 5 structures that measure greater than 20 feet (NBIS) structures should never have been included in the MS Access DB to begin with. These structures need to be passed immediately (if this has not already happened) to a valid NBIS project (Contact the State Project Manager to ensure this happens/has happened). Provide us with a list of these 5 structures, along with the statement that they are being moved to NBIS projects, and request that they be completely deleted from CoMBIS.

Q 2:

Are we to use the original Access Database (copy of original Cycle 0 inventory report) to generate the second Cycle 0 report?

A 2:

No. All info from the Access 2003 Database is already in CoMBIS. All work from here forward is to be done in CoMBIS ONLY. Generate another Cycle 0 report in CoMBIS by selecting CYCLE 0 format during report creation.

Q 3:

Specifically what are the deliverables pertaining to the second Cycle 0 report?

A 3:

The deliverable will be the electronic data placed in CoMBIS. Create the Cycle 0 report (second time) and fill in ALL data correctly, add any required Items that were not entered during the Inventory effort in Access database or failed to survive the data transfer to CoMBIS, and add the required photos.

Q 4:

Due to a certain degree of uncertainty on the part of NJDOT for Part I (Inventory) to best define a very workable and efficient management system for the minor structures, it would be unjust to expect the consultants to fully absorb the efforts needed to create a second Cycle 0 report. All things considered for the generation of this second Cycle 0 report, we would hope this effort is to be considered Extra Work. If so, we would like to include the additional costs as part of the negotiations from the Preliminary cost proposal that is currently being reviewed by NJDOT. Would this be acceptable?

A 4:

No. There is very little additional work for those Consultants who correctly input all required Cycle 0 data into the original Access database. If all required data was input correctly, it should be a minor effort to adjust to data to conform to the new Guidance for Inventory Level Data Collection document. The problem that we have encountered is that many of the consultants did not follow instructions the first time around (did not do a complete inventory), which is why so many of the Cycle 0 records require corrections/additions.

Q 5:

If the efforts to create the new Cycle 0 reports are not considered Extra Work, can we charge to the original contract we currently have with NJDOT?

A 5:

No. As stated above, the Cycle 0 report is generated in CoMBIS from the data pulled from Access. If the Access database was completed as required, this effort is minimal.

Q 6:

When does NJDOT expect the new Cycle 0 report/deliverables to be submitted?

A 6:

There is no set time limit except as stated above. However, as this data was supposed to be complete and correct years ago, we ask you to do it as soon as possible.

Q 7:

For The 2011 Projects (Group number xxx1), do we do a Cycle 0 reports for all structures or just the non-CoMBIS structures?

A 7:

Cycle 0 reports are just for the non-CoMBIS structures. The inventory data for CoMBIS structures is to be entered in a Cycle 1 report.

Q 8:

How do we issue a priority repair during the inventory phase?

A 8:

For CoMBIS structures use the Priority Repairs Tab in the Cycle 1 report. For non-CoMBIS structures, a priority repair will have to be issued the “old fashioned way” (the way you currently issue them for County owned NBIS bridges). (Note: There will eventually be a way to issue priority repairs for structures outside of the inspection process (this capability is still being developed by InspectTech) so consider the above guidance for non-CoMBIS structures to be temporary.)

Q 9:

What is required for the equivalent of the "14 day" pdi data for CoMBIS bridges? We are struggling to input the hundreds of items all at once as per Attachment A to the SOW, which states that ALL items must be uploaded within 14 days. Can you clarify for us if all of these items must be input right away, or can some be deferred to the "90 day" point??

A 9:

SOW, “Attachment A - Culverts” (for County Minor Bridges/Culverts), Part II, Section R says:

“Within two (2) weeks of the date of inspection, input ALL basic data and field collected information to the web-based database application.

“Within ninety (90) days of the date of inspection, all field collected information shall have been thoroughly reviewed (QA/QC) by the Project Manager or QA/QC Engineer.”

The intention of this section is exactly as it says: namely input ALL basic and field collected data within 14 days. We are providing you with laptop software. For those using it there is clearly no problem as the data is input in the field. If you choose not to use the laptop software that is your choice, but then it is up to you to find an alternative way of meeting the requirement.

After 14 days, as well as at the 90 day data input point, an email must be sent to NJDOT PM providing a list of structure numbers for which data is updated, and to what level, This email performs the same function as the transmittal did in the pdi submissions - specifically, it lets us know the level of accuracy of the data, as well as letting us know that you have met key contract dates. Work out the timing of how often to send these with the State Project Manager (we suggest once a week).

Q 10:

We are having trouble matching up some of the CoMBIS item numbers with the InspectTech fields. Can you tell us where to find the following fields in InspectTech?

M109, M110, M131, M141 to M147

A 10:

Refer to “CoMBIS Guidance for Inventory Level Data Collection” posted online on the CoMBIS downloads page.

Q 11:

Based on the NJDOT Memorandum March 12, 2012, most of the CoMBIS structures are treated as culverts. That means SI&A item 43B is coded as 19. In this situation, should we code the following?

BF Remarks on Item 58 (Deck)

BG Remarks on Item 59 (Superstructure)

BH Remarks on Item 60 (Substructure)

BJ Remarks on Item 62 (Culvert)

A 11:

Yes, we need to code BF, BG, BH and BJ (as applicable) based on whichever field notes sheets are used.

Q 12:

Regarding:

Part I. Minor Bridge (Culvert) Identification

Section B.1.c

Within two (2) weeks of the date of inspection, input ALL basic data and field collected information into the database. Within ninety (90) days of the date of inspection, all field collected information shall have been thoroughly reviewed (QA/QC) by the Project Manager or QA/QC Engineer.

Due to the extensive inventory effort involved in a "Level 3 effort" it is not possible to comply with this requirement as the assets are not sufficiently identified and are typically not in CoMBIS yet. What do we do?

A 12:

You are correct. Until an asset is in the system data cannot be input. The process of fully "identifying" a newly found asset can take several weeks. First the culvert needs to be "found", then the County needs to be contacted to get a County structure number, then the State needs to be contacted (through the State Project Manager) to have a State structure number assigned, followed by the addition of the Asset to CoMBIS.

For a Level 1 or 2 effort, this usually applies to just a few structures. However, for a typical Level 3 effort, most of the structures are in this situation. Therefore, the 14-day requirement does not apply to new structures found during the inventory process of a Level 1 or 2 effort, and is waived in it's entirely for Level 3 efforts.

As an additional note, we would prefer that a complete list of proposed new structures be submitted to the State in its entirety for a project. The Consultant will have thus already been in contact with the County for all potential new structures, and some of the vetting of this list will already have occurred (Note: We had one situation where, because the new structures were submitted a few at a time, that several duplicate structures were missed by all parties involved).

Q 13:

For the structures that receive visual inspection, should we select "Other" instead of "Regular" to distinguish the Visual Inspection from Regular Inspection? In that case, SI&A item M105; can be used to describe "Other" as "Limited Regular (Visual) Inspection".

A 13:

This will be implemented in CoMBIS Version 6.1. Visual Inspections is a Regular Inspection. In order to distinguish "**Regular Visual Inspection**" from "**Regular Full Inspection**", an updated field will be added, **M104. Inspection Type**, which has four options:

"C" - Complete (Regular) inspection (this is Full Regular inspection)

"I" - Inventory inspection (for those structures that have not yet, or will not receive a regular inspection [non-CoMBIS Structures])

"V" - Visual (Regular) inspection - a regular inspection where the culvert barrels were not entered due to a size limitation

"Z" - other

Q 14:

On the cover sheet, how do we add “MINOR” in front of “BRIDGE RE-EVALUATION SURVEY REPORT”? The text is generated by the program.

A 14:

We do not need "MINOR" in front of "BRIDGE RE-EVALUATION SURVEY REPORT". This was a part of an earlier spec. that we have decided not to implement.

Q 15:

Will modified field note sheets (deck, superstructure & substructure of structures coded as culvert) become available on the program to be selected to use, or, do we have to create it ourselves and attach it as external documents?

A 15:

The CoMBIS Version 6.1 will include newer field notes sheets for CULVERT. This change will be available to CoMBIS users after 7/28/2012. They will be part of the report and you do not need to attach these as separate external documents.

Q 16:

How thick should the fill on top of structure be, to be classified as “culvert with fill”?

A 16:

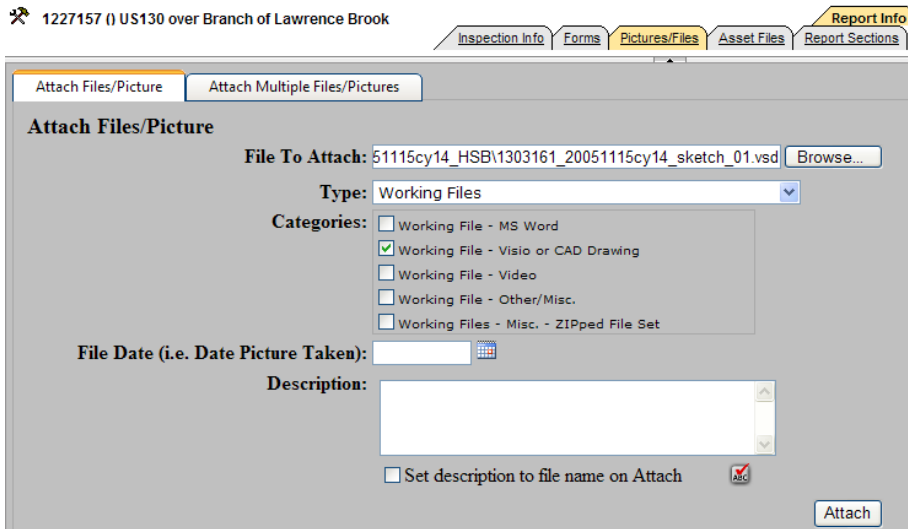
Please see our March 12, 2012 Memorandum regarding definition of culvert, which has very clearly explained when a structure is going to be classified as a culvert. According this memorandum, the fill depth is not a criteria for the culvert definition.

Q 17:

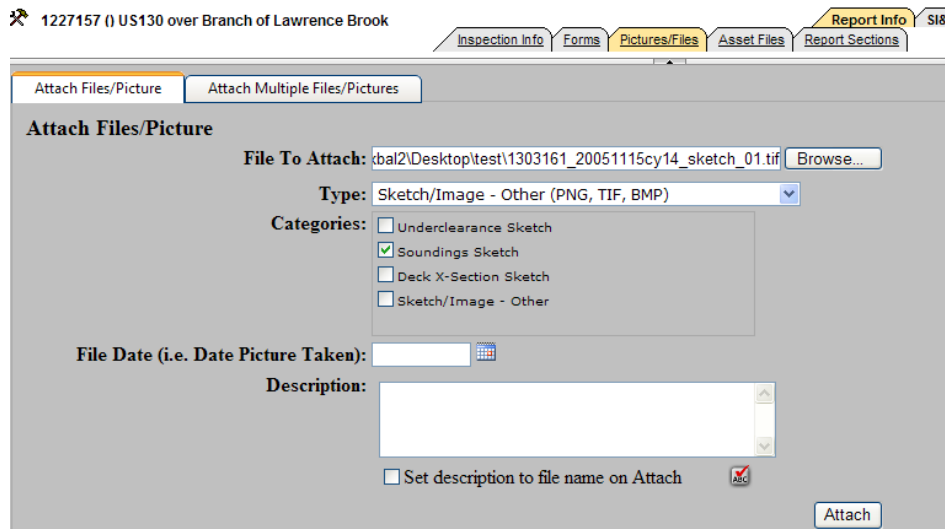
How do we attach the soundings to a report in the COMBIS program?

A 17:

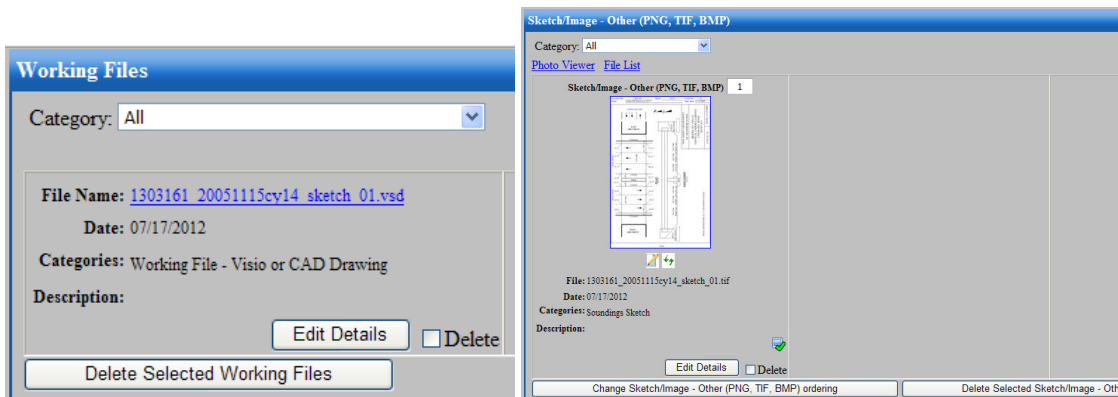
Soundings are drawn either by using Microstation CADD or Microsoft Visio. The drawings are saved as .TIFF, .BMP, or .PNG file and uploaded on "*Pictures/Files*" tab under placeholder called "**Sketch/Image - other (PNG, TIF, BMP)**". Also, we require that the working files of these types of drawings be stored in CoMBIS as **Working Files**. In order to attach Visio File to the CoMBIS System, simply open the report, and go to "*Pictures/Files*" tab under "**Report Info**" tab:



The Visio file can be saved as one of the file types (with default settings) - **.TIF**, **.PNG**, or **.BMP**. The system requires sketches in this format in order to include them in the PDF reports. Save the sounding sketch in **“Sketch/Image - other (PNG, TIF, BMP)”** as shown below:



After attaching these files, user can see this file in **“Working Files”** and **“Sketch/Image - other (PNG, TIF, BMP)”** tabs as below:



Q 18:

Please provide instructions on how to download the **“BridgeInspect Laptop Module”** software for our use on our project?

A 18:

There is link provided under the *HELP* tab in CoMBIS called “**Laptop Download**”. It is linked to the FTP server, which requires a *User name* and *Password*. This username and password will be provided to the interested user upon request. Send your request to this email: CountyCulvInsp@dot.state.nj.us

Q 19:

The Mile Point doesn't appear on the Priority Repair page header.

A 19:

For the mile point to appear in the header portion of the *Priority Repair* page, State **Item FV** (Inventory Milepost) must be filled out.

Q 20:

For CoMBIS structures, do we have to enter all the information shown in the “CoMBIS Guidance for Inventory Level Data Collection” at the time of the initial inventory?

A20:

We have taken another look at what **MUST** be input during the inventory period for CoMBIS structures. The “CoMBIS Guidance for Inventory Level Data Collection” manual has been modified to reduce the amount of information required to be gathered during the inventory phase for CoMBIS structures only. A Column has been added to show which fields **MUST** be populated during the inventory phase for CoMBIS structures (the rest of the information can be added during the regular inspection - marked “Can defer”). For a non-CoMBIS structure, **ALL** information required **MUST** be obtained during the inventory phase (including the 2 or 4 required photos that must be attached to the Cycle 0 report). This revised manual will be placed on our web site some time during the week of July 17th.

Also see **Question 7**.

We will be writing an Inventory Data Report in the near future which will query the fields required by these standards for CoMBIS structures. This report, when completed, will generate a report of just this required information for a structure (Note: It will look for at least one photo - they key photo - for the structure).

Q 21:

What are the Inspection Report deliverables for CoMBIS projects?

A21:

There are a total of 38 projects in CoMBIS as of October 2012. The deliverables for CoMBIS projects are compiled in the table below, divided into two groups. The first group of 28 projects started in the Access database prior to the development of CoMBIS. The remaining 10 newer projects will have no Access component as CoMBIS has now been developed. Because these two groups were started at different times in different systems, the deliverables vary slightly. The table is based on current CoMBIS SOW, CES Criteria for CoMBIS and any contractual requirements of the department.

<u>28 Projects</u> <u>(Inventory</u> <u>Data input</u> <u>into Access)</u> (03L8, 06L8, 11L8, 12L8, 16L8, 18L8, 19L8, 20L8, 11M9, 13L9, 14L9, 15L9, 17L9, 20M9, 21L9, 02L0, 02M0, 03M0, 06M0, 11N0, 12M0, 13M0, 14M0, 14N0, 16M0, 18M0, 20N0, 21M0)	Part 1	<ul style="list-style-type: none">• For <i>Non-CoMBIS Assets</i> (not qualifying for Part 2), all required inventory level data should have been input into Access database. If there is missing data, then create another Cycle 0 Report in the system for accurate data purposes.
	Part 2	<ul style="list-style-type: none">• For qualifying <i>CoMBIS Assets</i>: Create Format A (<i>Cycle 1</i>) reports, enter all data, and upload all working files, drawings, structure plans, photos, load rating calculations, if any, sketches in image/pdf formats, pdf reports, correspondence files, etc. prior to submitting reports online to the Owner.• For <u>CoMBIS Bridge Owners</u>: Submit reports online as Final to the Owner. Re-submission may be required online if there are any comments. Hard copies of the Final reports (signed and sealed) must be mailed to the <u>CoMBIS Bridge Owners</u>. No CD Submission is required.• For <u>Non-CoMBIS Bridge Owners</u>: Submit reports online as Final to the <u>County</u>. Also, hard copies of the Final reports (signed and sealed) must be mailed to the owner. Re-submission may be required online* if there are comments and a revised hard copy of the report (signed and sealed) must be mailed to the Owner. No CD submission is required. *Note that the County must act on behalf of <u>Non-CoMBIS Bridge Owners</u> for sending back reports to Consultants through the system in order for comments to be addressed.

<u>10 Projects</u> <u>(Inventory</u> <u>Data input</u> <u>into</u> <u>CoMBIS)</u> (01L1, 02N1, 02P1, 03N1, 07L1, 13N1, 14P1, 18N1, 19M1, 21N1)	Part 1	<ul style="list-style-type: none">• For <i>Non-CoMBIS Assets</i> (not qualifying for CoMBIS): Create <i>Cycle 0</i> reports, and submit to County• For qualifying <i>CoMBIS Assets</i>: Create Format A (<i>Cycle 1</i>)** reports, enter all required data for the inventory level effort, and upload photos, pdf reports, correspondence files, etc.• No CD Submission and no hard copy submission is required for Part 1.• The <i>Inventory Summary Sheet</i> is required as a PDF document (once this report is available in the system –under development as of 10/3/12). A single PDF document must be compiled from each single-page <i>Inventory Summary Sheet</i> for each asset in the project and submitted to Owner and State through e-mail. **Note that Consultants DO NOT SUBMIT Format A (<i>Cycle 1</i>) reports to the Bridge Owner for the Part 1 effort.
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	Part 2	<ul style="list-style-type: none"> • For qualifying <i>CoMBIS Assets</i>: Enter all data, and upload all working files, drawings, structure plans, photos, load rating calculations, if any, sketches in image/pdf formats, pdf reports, correspondence files, etc. prior to submitting reports online to the Owner. • For <u>CoMBIS Bridge Owners</u>: Submit reports online as Final. Re-submission may be required online if there are any comments. Hard copies of the Final reports (signed and sealed) must be mailed to the <u>CoMBIS Bridge Owners</u>. No CD Submission is required. • For <u>Non-CoMBIS Bridge Owners</u>: Submit reports online as Final to the <u>County</u>. Also, hard copies of the Final reports (signed and sealed) must be mailed to the owner. Re-submission may be required online* if there are comments and a revised hard copy of the report (signed and sealed) must be mailed to the Owner. No CD submission is required. <p>* Note that the County must act on behalf of <u>Non-CoMBIS Bridge Owners</u> for sending back reports to Consultants through the system in order for comments to be addressed.</p>
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