

9 - 7/8/26



The State of New Hampshire  
Department of Transportation



David Rodrigue, P.E.  
Commissioner

Susan M. Klasen, P.E.  
Assistant Commissioner

Michelle L. Winters  
Deputy Commissioner

Her Excellency, Governor Kelly A. Ayotte  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

Bureau of Bridge Design  
June 11, 2026

**Requested Action**

Authorize the Bureau of Bridge Design to hold an organized meeting by hosting the National Bridge Inspection Standards 10-day bridge inspection course on-site from July 20, 2026, through July 31, 2026, at the New Hampshire Department of Transportation John O. Morton Building large conference room in Concord, NH, for a total conference cost not to exceed \$3,700 for the purpose of training and recognizing Department of Transportation employees, effective upon Governor and Council. **100% Highway Funds.**

Funds to support this request are available in the following accounts:

04-096-096-962015-3033	<b>FY 2027</b>
Bridge Design Bureau	
020-500207 Current Expenses	\$3,700

**Explanation**

The Bureau of Bridge Design under the Division of Project Development oversees the bridge inspection program for the State of New Hampshire. It is a requirement that employees who conduct these inspections be qualified as Team Leaders as defined by the National Bridge Inspection Standards (NBIS) established by the Federal Highway Administration (FHWA). One component of this qualification is to successfully complete the National Highway Institute's (NHI) 10-day bridge inspection course. In the past, NHDOT paid to have personnel attend the course hosted in other states. In addition to the course fee, this cost includes the cost of air travel, hotel, and per-diem. Currently, NHDOT is looking to train seven (7) personnel. Based on GSA rates and assuming \$400 for airfare per attendee, the estimated cost to send these seven personnel to training in another state is \$15,300 (excluding cost of training itself). To facilitate the completion of this requirement and to save cost, NHDOT is hosting the NHI course rather than sending our employees to the course hosted by other states. This course will have up to 30 attendees. As part of the hosting requirements for the course, the host State provides refreshments for the attendees. To meet this requirement, the Bureau is looking to provide pastries and coffee each morning, and cookies and beverages in the afternoon. By providing these amenities, we keep everyone together longer, allowing efficient use of time and encouraging networking, discussion, and information sharing among the attendees and presenters.

Food and beverages will be procured locally. All purchases will be in accordance with standard purchasing rules.

The following is a breakdown of cost:

<b>Description</b>	<b>Budget</b>
Breakfast Items (10 days)	\$2,000
Afternoon Break Items (9 days)	\$1,700
<b>Total:</b>	<b>\$3,700</b>

Your approval of this resolution is respectfully requested.

Respectfully submitted,



David M. Rodrigue, P.E.  
Commissioner

Attachments

**FHWA-NHI Course No. 130055 (SNBI Version)  
Safety Inspection of In-Service Bridges**

**Day 1**

**MODULE 0: COURSE INTRODUCTION**

		Lesson	
8:00 AM	0:10		Registration
	0:55	0.1	Introductions and Course Overview <i>(including Host Agency Remarks)</i>
	0:35	0.2	Prerequisite Knowledge Check
	0:10		<i>Break</i>

**MODULE 1: FUNDAMENTALS OF BRIDGE INSPECTION**

		Lesson	
	0:35	1.1	Bridge Terminology
	0:50	1.2	Planning and Performing the Inspection
	0:40	1.3	Safety Fundamentals for Bridge Inspectors
	1:00		<i>Lunch</i>
	1:00	1.4	Inspection Equipment and Methods of Access

**MODULE 2: BRIDGE MATERIALS**

		Lesson	
	0:55	2.1	Concrete
	0:10		<i>Break</i>
	0:30	2.2	Steel
	0:35	2.3	Timber
	0:25	2.4	Other Materials
			Daily Review - Homework Assignment
5:00 PM			Adjourn
			<i>Distribute Participant registration forms as time permits</i>

**Day 2**

8:00 AM

0:15

Daily Review - Day 1

**MODULE 3: BRIDGE INSPECTION DATA**

Lesson

0:20

3.1

Recordkeeping and Documentation for Bridge Inspection

1:10

3.2

Structure Inventory

0:10

*Break*

1:00

3.3

Bridge Condition Reporting

0:35

3.4

Element Based Reporting

1:00

*Lunch*

0:45

3.4

Element Based Reporting (con.)

1:00

3.5

Critical Findings Procedures

**MODULE 4: INSPECTION AND EVALUATION (I&E) OF DECKS AND ADJACENT AREAS**

Lesson

0:40

4.1

Characteristics of Decks

0:10

*Break*

0:40

4.1

Characteristics of Decks (con.)

0:55

4.2

Inspection Methods, Areas, and Deficiencies (IMAD) for Common Bridge Decks

Daily Review - Homework Assignment

5:00 PM

Adjourn

**Day 3**

8:00 AM 0:15 Daily Review - Day 2

**MODULE 4: I&E OF DECKS AND ADJACENT AREAS (CONTINUED)**

	Lesson	
1:00	4.3	Roadside Hardware
0:45	4.4a	Evaluation Exercise - Concrete Deck
0:10		<i>Break</i>
0:40	4.4b / 4.4c*	Evaluation Exercise - Steel Deck OR Timber Deck
0:40	4.5	Deck Joints, Drainage Systems, Lighting, and Signs
1:00		<i>Lunch</i>
0:45	4.5	Deck Joints, Drainage Systems, Lighting, and Signs (con.)

**MODULE 5: I&E OF COMMON CONCRETE SUPERSTRUCTURES**

	Lesson	
1:30	5.1	Characteristics of Common Concrete Superstructures
0:10		<i>Break</i>
0:40	5.2	IMAD for Concrete Superstructures
0:35	5.3a	Evaluation Exercise - Concrete Slab
0:45	5.2a	Midterm Review (Lessons 1.1 - 5.2)
		Daily Review - Homework Assignment

5:00 PM Adjourn

*\*Host Agency to choose prior to course*

**Day 4**

8:00 AM	0:55	Part 1: Fundamentals Assessment (Midterm) (Closed book) <i>45 minutes for assessment, 10 min to provide directions/pass out materials</i>
	0:15	Assessment Review
	0:15	Daily Review - Day 3
	0:10	<i>Break</i>

**MODULE 5: I&E OF COMMON CONCRETE SUPERSTRUCTURES (CONTINUED)**

		Lesson
0:35	5.3b	Evaluation Exercise - Concrete Tee Beams
0:35	5.3c	Evaluation Exercise - Concrete I-Beams
0:50	5.3d	Evaluation Exercise - Prestressed Concrete Box Beam
1:00		<i>Lunch</i>

**MODULE 6: I&E OF COMMON STEEL SUPERSTRUCTURES**

		Lesson
1:40	6.1	Characteristics of Common Steel Superstructures
0:10		<i>Break</i>
1:00	6.2	Steel Fracture and Fatigue Concepts
0:35	6.3	IMAD for Common Steel Superstructures
0:45	6.4a	Evaluation Exercise - Steel Multi-beam
		Daily Review - Homework Assignment
5:00 PM		Adjourn

**Day 5**

8:00 AM 0:15 Daily Review - Day 4

**MODULE 6: I&E OF COMMON STEEL SUPERSTRUCTURES (CONTINUED)**

Lesson

0:45 6.4b Evaluation Exercise - Steel Two-Girder

0:10 *Break*

1:00 6.4c Evaluation Exercise - Steel Truss

0:45 6.4d Evaluation Exercise - Steel Arch

**MODULE 7: I&E OF TIMBER, MASONRY, AND FRP**

Lesson

0:50 7.1 Characteristics of Timber, Masonry, and FRP Superstructures

1:00 *Lunch*

0:50 7.2 IMAD for Timber, Masonry, and FRP Superstructures

0:45 7.3 Evaluation Exercise - Timber Superstructure

0:10 *Break*

**MODULE 8: I&E OF BRIDGE BEARINGS**

Lesson

1:40 8.1 Bridge Bearings

0:20 Time allotted to review or catch-up on Week 1 material

Daily Review - Homework Assignment

5:00 PM Adjourn

**Day 6**

8:00 AM

0:15

Daily Review - Day 5

**MODULE 9: I&E OF SUBSTRUCTURES**

Lesson

1:10

9.1

Abutments, Piers, and Bents

0:10

*Break*

0:45

9.2a

Evaluation Exercise - Concrete Abutments and Piers

0:35

9.2b

Evaluation Exercise - Masonry Substructure

0:40

9.2c

Evaluation Exercise - Timber Substructure

1:00

*Lunch***MODULE 10: CHARACTERISTICS, I&E OF CULVERTS**

Lesson

0:30

10.1

Culvert Characteristics

1:25

10.2

Rigid Culverts: Box, Frame, Arch and Pipe

0:10

*Break*

1:05

10.3

Flexible Culverts: Arch and Pipe

**MODULE 11: I&E OF WATERWAYS**

Lesson

0:40

11.1

Basic Waterway Characteristics

Daily Review - Homework Assignment

5:00 PM

Adjourn

**Day 7**

8:00 AM

0:15

Daily Review - Day 6

**MODULE 11: I&E OF WATERWAYS (CONTINUED)**

Lesson

1:00 11.2 Inspection of Waterways

0:10 *Break*

0:50 11.3 Evaluation Exercise - Channel

1:00 11.4 Underwater Inspection

**MODULE 12: ADVANCED INSPECTION METHODS OF COMMON BRIDGE MATERIALS**

Lesson

0:30 12.1 Advanced Inspection Methods for Concrete

1:00 *Lunch*

0:40 12.2 Advanced Inspection Methods for Steel

0:35 12.3 Advanced Inspection Methods for Timber

0:10 *Break*

**MODULE 13: BRIDGE INSPECTION REPORTING**

Lesson

1:15 13.1 Preparing the Inspection Report and Other Documentation

**MODULE 14: FIELD TRIP TO BRIDGE SITES**

Lesson

0:20 14.1 Introduction to Field Inspection Notes

Daily Review - Homework Assignment

5:00 PM

Adjourn

**Day 8**

8:00 AM

0:15

Daily Review - Day 7

**MODULE 14: FIELD TRIP TO BRIDGE SITES (CONTINUED)**

Lesson

0:55

14.2\*

Field Trip Preparation

2:20

14.3\*

First Bridge Inspection Field Trip

1:00

*Lunch*

1:20

14.3\*

First Bridge Inspection Field Trip (Continued)

0:10

*Break*

2:00

14.4

Finalizing Notes and Reporting Out Findings for First Field Trip

5:00 PM

Adjourn

*\*14.2a or 14.2b and 14.3a or 14.3 b depending on on-site or VBI*

**Day 9**

**MODULE 15: Field Trip to Bridge Sites**

		Lesson	
8:00 AM	3:40	15.1*	Second Bridge Inspection Field Trip
	1:00		<i>Lunch</i>
	2:00	15.2	Finalizing Notes and Reporting Out Findings for Second Field Trip
	0:40	16.1	Lesson 16.1 - End of Course Review (Time depending, complete as homework for review on Day 10)
	0:45	16.2a	End of Course Review
5:00 PM			Adjourn

*\*15.1a or 15.1b depending on on-site or VBI*

## Day 10

### MODULE 16: COURSE CONCLUSION

		Lesson	
8:00 AM	0:45	16.2b	End of course review - NBI and Element Level
	0:30		Review (review of Day 9 Homework Assignment if necessary)
	1:05		End-of-Course Assessment Part 2 - Multiple Choice (Closed book)
			<i>55 minutes for assessment, 10 min to provide directions/pass out materials</i>
	0:10		<i>Break</i>
	1:10		End-of-Course Assessment Part 3 - Component Rating (May use Pub. 23-018 Condition Rating and Element Handout)
			<i>60 minutes for assessment, 10 min to provide directions/pass out materials</i>
	0:05		<i>Break</i>
	0:50		End-of-Course Assessment Part 4 - Element Level Rating (May use Pub. 23-018 Condition Rating and Element Handout)
			<i>40 minutes for assessment, 10 min to provide directions/pass out materials</i>
	0:15		Closing comments
1:00 PM			Adjourn

*Distribute course evaluation forms as time permits before EOC Assessments*