[Insert Name],

The District needs asbestos inspection for the following structure, XXX-XXX-XXXX in [location i.e. Summit County, City of Akron] as soon as possible.

**Agreement No. XXXXX**

**PID No. XXXXX**

**Task Order Contract Request for Proposal**

**Please provide a cost proposal for the subject work order as follows:**

**Project Identification:**

XXX-XXX-XX.XX (PID: XXXXX)

**Project Description:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  Project | Structure No. | Structure File No. |  Type |  Location |  Work/Scope Category |
| XXX-XXX-XX.XX (PID: XXXXX) | XXX-XXX-XXXX | XXXXXXX | Insert type | Insert Location | List work types |
|   |   |   |   |   |   |

**Services Requested:**

Perform Asbestos Inspection for the following bridge:

* XXX-XXX-XXXX (SFN: XXXXXXX)

Provide asbestos survey with Ohio EPA Notification of Demolition and Renovation form for each structure identified above.  Conduct an asbestos inspection of the subject bridge structures as per Chapter 3745 - 20 of the Ohio Administrative Code (OAC) Asbestos Emission Control from Renovation/Demolition and Waste Disposal Operation May 29, 1990.  Prior to physical inspection of the structure(s), the Ohio Department of Health certified asbestos inspector shall obtain and review available "as built" construction plans to identify potential suspect asbestos containing materials (ACMs) including sheeting/bond breaker materials, conduit, coatings/sealants, gaskets and other potential ACMs .  Available "as built" construction plans will be provided by ODOT.  If suspect ACMs are identified in the “as built" plans and are not directly accessible for inspection, the ODOT Project Manager shall be notified prior to performing any physical inspection(s).

Asbestos inspection shall include physical inspection of the entire bridge structure to include all utilities, including utilities in encasements, and other attached structures.  If utilities are attached to the bridges, they shall be included in the Asbestos survey(s).  Existing paint and primer, sealants and/or other materials used to repair, clean, seal, or treat the bridge structure shall be inspected thoroughly.  It may be necessary to remove small areas of paint and/or other coatings to expose and examine underlying materials.  Should suspect or known ACMs be encountered, perform bulk sampling and analysis.   The Ohio Department of Health certified asbestos inspector shall complete an Ohio EPA Notification of Demolition and Renovation Form (Sec. 1-7) for each structure inspected.  The partially completed Ohio EPA Notification of Demolition and Renovation Form(s) shall be provided with an inspection letter report.

A brief inspection letter report should be prepared for the “project”: XXX-XXX-XX.XX (PID: XXXXX). The inspection letter report should include a brief narrative summarizing the inspection and findings, simple bridge location map(s), a figure (hand drawn is acceptable) showing approximate sample location(s), Chain of Custody form(s), laboratory results, and partially completed OEPA Notification of Demolition and Renovation Form for each structure.

Two (2) hard copies (stapled or clipped copies are acceptable) and one (1) electronic copy should be submitted.    Please keep the reports concise and plain.

**Documents Furnished by the State:**

* Existing Structure Plans
* Bridge Photos
* Project Location (Google Earth KMZ file)

**Work Order Completion Time:**    AS SOON AS POSSIBLE

**Please submit your proposal to:**               Robert Shenal, PE

                                                                         District Contracts Manager

                                                                         2088 South Arlington Street

                                                                         Akron, Ohio 44306-4243

                                                                         Attention:  [Project Manager]

Thank you,