



IDSP Historical Marker Program



OPERATIONS MANUAL



TABLE OF CONTENTS

- I. PROGRAM OVERVIEW4
 - A. PROGRAM BACKGROUND4
 - B. OVERVIEW OF THIS DOCUMENT4
- II. PROGRAM ROLES AND RESPONSIBILITIES4
 - A. SPONSOR.....4
 - B. DEPARTMENT OF HISTORIC RESOURCES.....4
 - C. TRAFFIC ENGINEERING DIVISION, CENTRAL OFFICE5
 - D. VDOT DISTRICT OFFICES5
 - E. IDSP CONTRACTOR.....5
- III. PROGRAM FUNDING.....7
- IV. APPLICATION AND ORDERING PROCESS.....8
- V. SITE SELECTION AND INSTALLATION PROCESS9
 - A. GUIDANCE ON SITE SELECTION10
 - NON-LIMITED ACCESS PRIMARY HIGHWAYS AND SECONDARY ROADS.....10
 - INTERSTATE HIGHWAYS AND OTHER LIMITED ACCESS ROUTES10
 - B. INSTALLATION PROCESS.....10
- VI. MAINTENANCE PROCESS13
 - A. RECORD KEEPING13
 - B. PREVENTATIVE/ROUTINE ASSESSMENT AND MAINTENANCE13
 - C. MAJOR DAMAGE (VANDALISM, ACCIDENT OR DETERIORATION).....14
 - D. MARKER RELOCATION.....15
 - E. MARKERS IMPACTED BY CONSTRUCTION16
 - F. DISPOSAL, DONATING, AND LOANING OF HISTORICAL MARKERS.....17
- APPENDIX19

I. PROGRAM OVERVIEW

A. PROGRAM BACKGROUND

Created in 1926, the Commonwealth of Virginia's program for Historical Markers along the highways and byways of Virginia is the oldest program of its kind in America. At the start of Virginia's Historical Marker program, a handful of Historical Markers were installed between Richmond and Mount Vernon along what is now US Route 1. Today, this program has grown to include more than 2,500 Historical Markers and still continues to grow each year.

The leadership of the program has changed over the years from the Conservation and Development Commission, to the State Library, to the Department of Historic Resources (DHR) and its predecessor agency the Virginia Landmarks Commission. Currently, the Historical Marker program is managed by the DHR. This lead role is established by Title **10.1-2204** of the *Code of Virginia*.

Since 1949, the Virginia Department of Transportation (VDOT) has been an instrumental part of the Historical Marker program. The *Code of Virginia* charges VDOT with responsibility for the installation and maintenance of the Historical Markers within VDOT right-of-way. VDOT is not responsible for the installation, maintenance, and repair of historical markers placed by or located in a locality.

B. OVERVIEW OF THIS DOCUMENT

This document is intended to serve as the official document outlining the roles and responsibilities of the VDOT IDSP Contractor with the Historical Marker Program and the required coordination that will be necessary with VDOT Central Office Traffic Engineering Division, VDOT District and Regional Staff and the Department of Historic Resources (DHR) in order to manage the program.

II. PROGRAM ROLES AND RESPONSIBILITIES

A. SPONSOR

The Sponsor is the person, group, or agency desiring that a person, place, or event be recognized through the installation of a Historical Marker. The Sponsor initiates the process of erecting a Historical Marker by submitting a marker application to DHR for consideration.

B. DEPARTMENT OF HISTORIC RESOURCES

Per the Code of Virginia, DHR is tasked to *"Approve the proposed text and authorize the manufacture of highway historical markers."* As such, DHR serves as a point of contact between marker Sponsors, the DHR contracted foundry, VDOT and the IDSP Contractor. DHR administers the application and review process for new markers, including review and approval of the historical content with the DHR Board (for historic significance and accuracy), and orders new markers from the foundry. DHR hosts a public website for describing the program and for making inquiries on Historic Markers which draws from the Historical Marker Database.

http://www.dhr.virginia.gov/hiway_markers/hwmarker_info.htm

C. TRAFFIC ENGINEERING DIVISION, CENTRAL OFFICE

Central Office Traffic Engineering Division (TED) provides general program oversight and assists DHR and the VDOT IDSP Contractor in resolving issues involving historical markers on VDOT Right-of-Way. General involvement with IDSP Contractor Operations may include, but not be limited to:

1. Review of marker assessments
2. Issuing supplementary work orders for taking corrective action
3. Monitoring progress of operations
4. Review and approval of estimates submitted by the IDSP Contractor for completing various operational aspects of the Historical Marker Program
5. Acting as moderator should internal issues arise (i.e. specific to VDOT and its role in this overall program).

D. VDOT DISTRICT OFFICES

VDOT District Office and regional staff members provide program support for the marker program. District Traffic Engineers (DTEs) or their designee review and approve site plans submitted by the IDSP Contractor as well as reviewing site staking for new markers or for relocating existing markers when approved by DHR and VDOT. Site plan reviews will include a review of the location of any VDOT utilities or other VDOT assets in proximity to the proposed marker location. District Office and regional staff also will oversee unveiling ceremonies for Historical Markers and will provide any necessary traffic management for those occasions.

E. IDSP CONTRACTOR

The IDSP Contractor will be responsible for all other operational functions of the Historical Marker program with regard to coordination with VDOT, DHR and DHR's Contracted Foundry for receiving markers to be installed, installation, relocation, minor repair and general maintenance of historical markers located on State Right-of-Way as follows:

1. Retrieving and storing markers knocked down, damaged by vehicular accident or vandalism until a reinstallation or replacement is scheduled
2. Notifying DHR of markers damaged or destroyed due to accident. DHR will make a determination if a new marker is to be ordered to replace the damaged marker or if the marker is to be retired
3. Recycling or disposing of markers damaged beyond minor repair after clearing with DHR
4. Coordinating with DHR and private groups adopting markers being retired or replaced.
5. When available, obtaining accident reports from police and submitting, along with an estimate for repairs, to driver's insurance companies for reimbursement for markers damaged or destroyed by vehicular accidents
6. When work is required to replace, refurbish, relocate or install a new marker, the Contractor shall submit an estimate to VDOT for review and approval prior to beginning work (See Program Funding)

7. Once an estimate for work is approved, the Contractor may perform site visits to establish appropriate site locations, making recommendations for DHR and VDOT District / Region approval, performing site staking and submitting site plans prior to installation (as applicable – not required when utilizing existing post at existing location). Site Plan may be schematic or based upon GIS mapping (oriented with north at the top of page), labeled with proposed marker location, Route numbers / names and GPS coordinates displayed in an 8.5 x 11 format as well as a site photo with the staked location. Site plans should be submitted to VDOT through the approved IDSP on-line workflow system unless otherwise approved by the IDSP Manager / Program Administrator.
8. Site selection and installation of New or Relocated Historical Markers shall be in accordance with VDOT Standards and Specifications and the provisions of this manual, including installation of marker panels, posts, concrete, site preparation, site clearing and site stabilization (E&S) measures
9. Clearing all marker installations / relocations with MISS UTILITY and any VDOT utilities or other VDOT assets prior to installation
10. Once the estimate and site selection is approved by VDOT and all other concerns have been met:

New Markers: Notify the DHR Highway Marker Program Manager of the approved site. DHR will then submit a Purchase Order directly to the contracted foundry

Marker Refurbishments or Replacements: A DRAFT Purchase Order is submitted to the DHR Highway Marker Program Manager for review and approval for markers to be refurbished or replaced (damaged beyond repair). DHR reviews the historical content for accuracy to determine if revisions to the text are required. Once approved, the IDSP Contactor submits a Purchase Order to the DHR contracted Foundry for a replacement or refurbishment. Markers to be refurbished are subsequently retrieved from the field, packaged and arrangements for shipping are made with the Foundry.

Marker Relocation: Marker relocations may proceed once the estimate and site selection is approved by VDOT / DHR (Purchase Order not applicable).

11. Coordination with the DHR contracted foundry for making Purchase Orders (replacement or refurbished as approved by DHR), for shipping markers to be refurbished and for receiving replacement or refurbished markers shipped to the agreed upon location (per the IDSP Contract) to be installed
12. When marker unveiling ceremonies are requested, the IDSP Contractor shall install the marker with a durable cover and notify DHR and designated VDOT staff that the marker is in place. VDOT staff will then coordinate the unveiling ceremony with DHR and the Sponsoring entity and VDOT will provide any necessary traffic management for the event
13. Ordering and installing new black powder coated posts for all new marker installations, relocations or replacement of posts that have been damaged or destroyed
14. Obtaining and delivering all other materials, equipment and incidentals to the site as necessary to erect the marker.

15. Providing all necessary traffic control in accordance with the VDOT Work Area Protection Manual in order to safely erect a marker
16. Making routine on-site marker and post repairs and maintenance when such repairs or maintenance are identified in the marker assessment, while performing other work in the area or otherwise as identified by VDOT or DHR. Such repairs made on site may include, but not limited to, touch up painting of posts or marker panels, resetting markers that are leaning, tightening set screws on bell housing, site clearing, repairing or replacing eroded or cracked foundations, washing of markers to remove dirt, debris, mold, moss, mildew, etc. (See "Care of Marker Panels").
17. Whenever maintenance is performed on a marker, if the post is not being replaced and is chipped or rusted, the post shall be prepped, primed and painted black with rust preventative paint suitable for coating galvanized pipe.
18. Updating the On-Line database for all new marker installations, refurbishments, maintenance, repairs and/or site improvements associated with the historical marker program and providing VDOT and DHR a monthly summary of markers that have received maintenance, repairs, refurbishment or replacement.
19. Updates to the database shall include a description of activities, before and after marker photos as applicable, and updated GPS Coordinates if the marker location has changed or was found to be inaccurate.
20. Markers that are located on private property or within the corporate limits of Cities and Towns, Henrico or Arlington County and do not fall on VDOT maintained Right-of-Way are not the responsibility of the IDSP contractor except where directed by the IDSP Manger, Contract Administrator
21. Coordination with designated VDOT Central Office IDSP staff, VDOT District staff and DHR staff as necessary to resolve issues related to historical markers

III. PROGRAM FUNDING

1. New Historical Markers are funded primarily by private or other public sponsors working directly with DHR for reviewing historical significance and accuracy of text. Once an approved Historical Marker is ordered by DHR and is received by the Contactor from the designated foundry, it becomes the property of the Commonwealth of Virginia.
2. The other sources of funding for maintaining Historical Markers as well as for replacing or refurbishing damaged or destroyed markers may include special funding initiatives such as dedicated recreational access funds, VDOT Highway Maintenance Program funds, as well as the VDOT IDSP budget where deemed appropriate and as approved by the VDOT IDPS Manager / Program Administrator. These funding sources are tapped in order to cover the operational aspects of the Historical Marker Program. The IDSP Contractor submits an estimate for the following items when found necessary or when requested by DHR or VDOT (including a description of the need and "before" photographs) for review and approval prior to work being performed:
 - a. New Marker Installation

- b. Marker Replacement (Damage beyond repair***)
- c. Marker Refurbishment
- d. Marker Relocation for safety, public access or other issues as determined by VDOT

*** See Section, MAJOR DAMAGE (VANDALISM, ACCIDENT OR DETERIORATION) for Accident Reports. In cases where insurance companies cover all replacement costs, VDOT review and approval of the estimated costs is not necessary.

All other cost for completing marker assessments and for performing regular maintenance, minor repair of existing Historical Markers and posts that can be conducted in the field, or site clearing shall be the responsibility of the IDSP Contractor and are not reimbursable.

IV. APPLICATION AND ORDERING PROCESS

A. NEW MARKERS:

The application and ordering process for a new Historical Marker consists of the following steps:

1. The Sponsor submits a Marker application to DHR for consideration. There are four application deadlines throughout the year.
2. DHR's Marker Program Manager evaluates the applications (rejecting those for topics that clearly do not meet the criteria for regional, statewide, or national significance), checks the facts, conducts additional research, and works closely with each sponsor to produce a comprehensive, educational 100-word treatment of the topic. The Program Manager then sends the proposed marker text to DHR's Marker Editorial Committee for review. Once the committee approves the text, they are forwarded to the Board of Historic Resources, which meets quarterly and is responsible for the official approval of new and replacement highway markers.

Note: Localities may operate local marker programs with their own unique marker design to commemorate people, places, and events of local importance. Such programs may be established only with the approval of the Board of Historic Resources and are not the responsibility of the IDS Contractor. Once a local marker program is in place, the locality may install and maintain markers within the VDOT right-of-way by obtaining a permit issued under the guide of the "Land Use Permit Regulations." The Marker shall be placed according to the guidelines and safety standards provided in this document. The permit fee and surety bonds shall be waived.

3. DHR notifies the IDSP Contractor of the pending Historical Marker by submitting a Purchase Order to the designated foundry and providing a copy to the Contractor, including the approved text for the Marker and a general description of the requested site.
4. DHR begins working with the Sponsor to plan the Marker dedication/unveiling ceremony (as necessary) once the marker has been ordered.

5. The Purchase Order is received by the designated Foundry who fabricates the marker and ships it to the location designated by the Contractor and VDOT.
6. Once the marker is received and inspected, the Contractor schedules the marker installation.

B. REFURBISHED OR REPLACEMENT MARKERS:

The ordering process for Historical Markers to be refurbished or replaced consists of the following steps:

1. An existing marker is identified as needing refurbishment or replacement due to accident or deterioration through a number of channels:
 - a. Contractor self-inspections assessments
 - b. VDOT District
 - c. Reported by the Sponsor or the public to VDOT or the IDSP Contractor
2. DHR and VDOT review the list of markers requiring refurbishment or replacement on an annual basis or as needed and prepare a priority list for the IDSP Contractor.
3. The Contractor prepares an estimate for each marker to be refurbished or replaced including the cost of marker refurbishment or replacement from the foundry, materials (pole, concrete, E&S measures) and installation costs including any traffic management that may be required. If a refurbished or replacement marker is also being relocated, the cost of coordination with VDOT and Miss Utility, site selection and field staking for markers shall also be included in the estimate.
4. Markers are refurbished or replaced on a schedule developed by the contractor and as reviewed and approved by VDOT based upon the availability of funding. If there are funding shortfalls, the schedule may be adjusted accordingly at VDOT's discretion.
5. The contractor prepares and submits a purchase order (See Appendix) for marker refurbishments or replacements to the designated foundry based upon the VDOT/DHR approved priority list and approved funding and schedules installation once markers are received.

V. SITE SELECTION AND INSTALLATION PROCESS

Site selection and installations shall be in accordance with the most current:

- Manual of Uniform Traffic Control Devices (MUTCD)
- Virginia Supplement to the MUTCD
- VDOT Road and Bridge Standards and Specifications
- VDOT Road Design Manual
- Work Area Protection Manual
- Historical Marker Program Operations Manual
- The Historical Marker standard detail is included in the Appendix.

A. GUIDANCE ON SITE SELECTION

The placement of Historical Markers on roadways is, to some extent, governed by the classification of the roadway. The following sections describe Marker placement for specific types of roads and areas where the roads are located.

NON-LIMITED ACCESS PRIMARY HIGHWAYS AND SECONDARY ROADS

The following applies to Historical Markers placed on non-limited access primary highways and secondary roads, unless otherwise approved by the DTE or designee:

Rural Areas

In rural areas, the Historical Marker should be installed beyond the ditch line and outside of the clear zone within VDOT's right-of-way (see detail in Appendix). In addition, a safe pull-off area should be available to allow for motorists to safely and easily enter and exit the pull-off area and view the marker from their vehicle. If the marker cannot be read from the pull off location, then the site should be designed such that a person may safely exit their vehicle and approach the Historical Marker.

Urban Areas

In urban areas with sidewalk present, Historical Markers installed behind the sidewalk should be set back two feet from the edge of the sidewalk measured to the closest edge of the Historical Marker. In locations where no curb exists, the Historical Marker installation height should be set to optimize viewing. Historical Markers installed between the curb and sidewalk should be installed parallel with the curb to prevent vehicle damage or obstruction of the sidewalk.

INTERSTATE HIGHWAYS AND OTHER LIMITED ACCESS ROUTES

On interstate highways and other limited access routes, Historical Markers may only be placed in rest areas and waysides, preferably in a landscaped section. If the Historical Marker is located in a landscaped section of the rest area or wayside that is outside of the walkway, the Marker should be installed at a height of five to seven feet, measured from the ground to the bottom of the Marker. If the Historical Marker is located near a sidewalk or walkway, the Marker should be installed in accordance with the VDOT standards and specifications.

B. INSTALLATION PROCESS

The installation process for a new marker requested by DHR, replacement or refurbishment of an existing marker or for a marker to be relocated consists of the following steps:

1. The IDSP Contractor coordinates with the designated VDOT District / Regional representative to identify an appropriate location for the New Marker or marker to be relocated as described by DHR. The Marker site must be near the actual location of the noted place or event and suited to visitor recognition and use.
2. The Contractor submits a site plan to VDOT and prepares the site by completing the following activities:
 - a. Staking the location;

- b. Requesting a utility check (Miss Utility and VDOT Utility);
 - c. Adjusting the staked location, if necessary;
 - d. Purchasing and preparing the materials necessary for installation of the Marker;
3. The District Traffic Engineer or other VDOT designee evaluates the requested site for the following:
 - a. Ability for motorists to safely pull into and out of the viewing area;
 - b. Encroachment on the errant vehicle clear zone;
 - c. Conflict with other existing traffic control devices (e.g., signs or signals, including sign clutter potential);
 - d. Ability to provide adequate or appropriate sight distance for approaching motorists; and
 - e. Potential projects that may impact the installation of the proposed Historical Marker (e.g., Six-Year Improvement Plan, developer proposals, maintenance projects, etc.).
4. Once the site selection has been reviewed and approved by VDOT, the Contractor notifies DHR for New Markers such that they may order the marker from the foundry. For replacement markers or markers to be refurbished, the IDSP Contractor orders the marker directly from the foundry once DHR reviews and concurs (or revises) the text.
5. For new, replacement or refurbished markers, the Marker is shipped by the designated foundry to the shipping address provided by the IDSP Contractor. When the marker is received, the Contractor shall immediately inspect the marker to ensure that there has been no damage during shipping prior to signing the marker order papers. If noticeable damage is found, the manufacturer (Sewah Studios at 888-557-3924) should be contacted immediately. Otherwise, Markers should generally be inspected for the following items for quality control:
 - Marker Panel shall be examined for consistency of texture and presence of any pin holes (holidays) or other irregularities in the metal casting.
 - Powder coating (silver and black) shall be examined for proper coverage and sheen.
 - Powder coating (silver, black and clear) shall be examined for any evidence of peeling (delamination), paint bubbles, scrapes or any other irregularity on the surface.

A Quality Assurance / Quality Control Sheet is sent by e-mail to the Contractor in advance of the marker being shipped. Once a marker is received and is inspected as being in acceptable condition, the IDSP Contractor signs the report, scans and e-mails the report to the IDSP Manager, Program Administrator. Once the Marker is received by VDOT in good, installation-ready condition, the Historical Marker is the property of the Commonwealth of Virginia and then becomes a VDOT asset.

If damages or defects are found on the Historical Marker(s), the Contractor shall return the Historical Marker(s) to the supplier at the supplier's expense. VDOT will notify DHR of such return and work with DHR, the Sponsor, and the Foundry to determine if reshipment

can be made in time for the planned installation or if the installation date and/or unveiling date must change.

If the Sponsor desires to install plants around or near a Historical Marker (either newly installed or already existing), work must be paid for by the Sponsor and accomplished under a VDOT Land Use Permit.

6. If the Sponsor has requested an unveiling ceremony, the Contractor securely covers the marker with canvas or opaque plastic notifies the designated VDOT District representative when completed. VDOT evaluates the site for additional accommodations that might be necessary for the unveiling such as traffic management or law enforcement as needed.
7. The Contractor collects GPS coordinates of the final Marker location and a minimum of three digital photos for record keeping. One photo must be taken from a distance of approximately 15 feet that shows the entire Historical Marker and pertinent features of the area immediately surrounding the Historical Marker. The second photo must be focused on the Historical Marker face and capture enough detail so that the Historical Marker is readable. The third photo must capture the back of the Marker.
8. Posts for all new historical marker installations shall be black powder coated to compliment the state seal design which was revised in 2017.
9. Note: VDOT will not purchase land or otherwise pursue easements for the installation of Historical Markers.
10. Where Historical Markers are to be placed along a VDOT-maintained highway, but outside of VDOT right-of-way, the Sponsor must ensure that appropriate, durable, and recorded documentation is provided that states that the general public may access the site to view the Marker and that VDOT and its contractors are provided a perpetual right of entry to install the Historical Marker and to access the Historical Marker for maintenance, repair, and replacement. One of two uniquely different situations can occur:

PUBLIC

When the Marker placement is to occur in an area not held by VDOT, but on property held by a public entity, VDOT may enter into a Memorandum of Agreement (MOA – example provided in Appendix) that allows both the placement and perpetual maintenance, repair, and replacement of the Historical Marker by the VDOT IDSP Contractors.

PRIVATE

When a Marker is planned to be placed in an area held by a private land owner(s), but maintained by VDOT, a parcel of land large enough to accommodate the placement, maintenance, repair, and replacement of the Historical Marker must be acquired by the sponsor on behalf of VDOT, fee gratis, or the Sponsor must enter into a memorandum of agreement with VDOT (Form to be provided to the Sponsor by VDOT and the VDOT signed copy to be provided to the IDSP Contractor) prior to marker installation.

Fee Gratis or MOA Authority

Agreements with private or public land owners may be signed by a VDOT District Representative with oversight of construction and/or maintenance activities occurring within the VDOT Right-of-Way, such as the District Traffic Engineer (DTE), District Operations and Maintenance Manager (DOMM), District Maintenance Engineer (DME) or Resident Administrator / Engineer (RA/RE). It is the responsibility of the VDOT District or Residency to obtain MOA's or other agreements as described with copies of the agreement to be provided to the IDSP Contractor, the local VDOT Residency and DHR for their records.

An activity checklist is included in the Appendix for reference.

VI. MAINTENANCE PROCESS

A. RECORD KEEPING

The Contractor coordinates with VDOT District and Regional staff, DHR and Central Office TED to maintain an updated database of Historical Markers including, but not limited to the following activities:

- Initial Installation of a Marker
- Removal / Retirement of a Marker
- Relocation of a Marker / Updated GPS Coordinates
- Installation of a Replacement Marker
- Refurbishment or maintenance activities
- Photographs of work performed

B. PREVENTATIVE/ROUTINE ASSESSMENT AND MAINTENANCE

The Contractor shall perform proactive preventative maintenance, including cleaning panels and performing minor on-site repairs on markers while performing other routine activities throughout the region. The Contractor should observe marker conditions on a regular basis and record problems as they arise by making a notation in the marker database that can be flagged for future correction. Minor repairs and routine maintenance are the responsibility of the Contractor and are not reimbursable.

The Contractor shall follow a five-year marker self-inspection/assessment and maintenance schedule for Historical markers as approved by the IDSP Manager / Program Administrator to assess and maintain markers including, but not limited to, the following:

- Marker location – Confirm accuracy of location description and GPS Coordinates. Marker should be located at a site that is safely accessible via a grass, graveled or paved shoulder, a graveled or paved pull off or nearby parking. Recommendations for relocation should be a part of the marker assessment where access is dangerous or nonexistent.
- Panel condition – Touch-up painting may be required for minor blemishes due to impacts from mowing operations, falling debris or corrosion on cast iron markers. Panels in good or fair condition should be touched up based upon findings/recommendations of the marker assessment.
- Post condition and connections – inspect panel condition and panel connectivity to post. Tighten or replace hardware as necessary.
- Foundation condition – inspect for erosion, plumb, and Marker stability. Make corrections as necessary.
- Sight Lines – Observe as to whether site clearing is required to increase visibility and/or to prevent mold and mildew from accumulating.
- Regular Cleaning: Cleaning marker panels and posts as part of regular maintenance shall be performed a minimum of once every five years. For cleaning follow a 3-step process:
 1. Rinse Marker and carefully remove any loose surface deposits with a wet rag or sponge. Do not use a high pressure sprayer.
 2. Use a soft brush (nonabrasive) and a dilute solution of a mild detergent, e.g., pH-neutral liquid hand dishwashing detergent in warm water (DO NOT use solvents) to remove dust, salt and other deposits.
 3. Ensure that surfaces are thoroughly rinsed with clean fresh water after cleaning to remove all residues.
- Perform any “touch-up” painting work after panel and post have been cleaned and dried.
- Should a Marker be identified as damaged or in poor condition, the contractor shall follow the procedures outlined in the following section for Major Damage (Vandalism, Accident or Deterioration).

C. MAJOR DAMAGE (VANDALISM, ACCIDENT OR DETERIORATION)

When a Historical Marker is damaged by vandalism or accident or is earmarked for refurbishment or replacement based upon scheduled marker condition assessments, the Contractor should take immediate action and complete the following steps:

1. Determine and record the extent of the damage and any other pertinent site evidence that will aid in filing an insurance claim. This step should be coordinated and performed in conjunction with the State Police and DHR, as appropriate. Obtain a copy of any accident report filed by law enforcement and pursue a claim to be filed for accidents. Record pertinent information in the database.
2. For insurance claims, develop an estimate for site restoration, including repair and/or replacement costs for the marker panel, post, incidental materials, equipment and labor. Once the claim is settled and payment received, coordinate with DHR as necessary to proceed with a new marker order and reinstallation when the panel is received from the foundry.
3. If an accident report is not generated, DHR shall be notified. DHR will coordinate with the Sponsor to determine if a marker refurbishment or replacement will be requested. In such cases the Contractor shall provide an estimate to VDOT for review and approval of the cost of the installation. The Sponsor shall pay for fabrication of the new marker panel (to be billed directly to the Sponsor) and the Contractor will re-install in accordance with the established procedures (Sections II – V).
4. If the sponsor is not known, does not request the re-installation of the Marker, and/or if the marker is approved for refurbishment/replacement by DHR and VDOT per the results of regular self-inspections/assessments, the marker will be refurbished or replaced in accordance with the established procedures (Sections II – V).
5. Ensure that the VDOT Contract Manager has secured the appropriate papers when a VDOT contractor is at fault or that the local VDOT office has filed the appropriate papers when a VDOT employee is at fault.
6. During the installation process, follow established procedures for site selection and location of markers.
7. Plan and execute the necessary refurbishment/replacement of the Historical Marker and site restoration per established procedures. Record all activities in the database and inform DHR when work is complete.

D. MARKER RELOCATION

If any condition exists that renders the Historical Marker to be in a position that is less than desirable by current standards, the Contractor shall identify those conditions during routine self-inspections/assessments or otherwise for further consideration by DHR and VDOT, prior to work being performed. Engineering judgment shall be used to determine if a Historical Marker that does not meet current standards should be relocated.

If the recommended relocation is approved by DHR and VDOT, the Contractor follows the established procedures in Sections II - V for Contractor responsibilities in the site selection and the installation process.

E. MARKERS IMPACTED BY CONSTRUCTION

When VDOT becomes aware of preliminary plans for construction, reconstruction, widening, or other similar work efforts that might impact an existing Historical Marker not necessarily being evaluated for maintenance, VDOT District / Regional staff will inform the IDSP Contractor.

The Contractor confirms if the Historical Marker(s) exists within the planned limits of the effort and will notify DHR accordingly. If a Historical Marker is in an area where disturbance is likely, but the site allows for resetting the Historical Marker without affecting the accuracy of the Historical Marker text or the mapping of its location, The IDSP Contractor coordinates with VDOT to ensure that contract language is included in the Plans, Specifications, and Estimates (PS&E) package that provides the potential contractor/state crews the information that they need to implement any remedial actions, and advise DHR accordingly.

If the Historical Marker needs to be relocated in such a manner that the text will be affected or the mapping will change, the IDSP Contractor shall notify DHR. In those cases where the text of the Marker must change, DHR will provide the necessary and appropriate text. The IDSP Contractor should ensure that the PS&E package requires the roadway contractor to purchase and install the replacement Historical Marker under the guidance of DHR. The Roadway Contractor will also be responsible for coordinating with DHR for possible marker adoption. Otherwise an old marker panel not being used should be disposed of or recycled by the Roadway Contractor.

During the preliminary engineering phase of project development, the following additional information must be considered:

1. If parking is needed in order to safely access the marker, the IDSP Contractor must notify the project designer that parking should be included in the construction plans at the project expense. Parking designed and constructed for this purpose alone is projected to generate no more than 10 vehicle trips per day. Consequently, a highway entrance to parking for a Historical Marker is considered a Low Volume Commercial Entrance in the Access Management Regulations. Stopping sight distance and the "private entrance" construction design requirements apply as specified in Appendix F of the Road Design Manual. A turn-around area should be considered so that vehicles re-entering the roadway are not required to back into the traffic flow.

In some cases, a simple pull-off area may be suitable if it provides appropriate protection from passing vehicles. The pull-off/parking area, at a minimum, shall include space for one parked vehicle. The parking space shall be designed and constructed in accordance with the applicable standards in Section 2E-37 of the Road Design Manual.

2. In addition, the IDSP Contractor ensures that the VDOT contract:

- Requires the roadway contractor to notify the Engineer at least 24 hours prior to removal or relocation activities.
- Requires the roadway contractor to safely store the Historical Marker until it is appropriate to reinstall. As an option and to ensure protection of the Historical Marker, the roadway contractor may be directed, by provisions in the contract, to deliver the Historical Marker to a specified location in the District where it will be stored by VDOT until all construction is completed and reinstallation can be performed by the roadway contractor.
- Requires the roadway contractor to coordinate the reinstallation of the Historical Marker with the Engineer to ensure the site is acceptable and the time of reinstallation is appropriate with respect to the potential for damage due to continued construction in the area.
- Requires the roadway contractor to provide the IDSP Contractor information on the planned dates for removal and reinstallation of the Historical Marker so that the reinstallation may be confirmed and recorded in the database by the IDSP Contractor who also notifies DHR of these activities.

F. DISPOSAL, DONATING, AND LOANING OF HISTORICAL MARKERS

Disposal of Historical Markers:

1. Aluminum Historical Markers should be taken to a nearby licensed aluminum recycling facility for disposal/recycling. If no licensed recycling facility is located within 50 miles of the Historical Marker location, the Marker may be taken to a licensed landfill for disposal/recycling.
2. Cast iron Historical Markers should be taken to a licensed landfill for disposal/recycling.
3. Surplus Historical Markers shall be disposed of in accordance with the above, unless either of the following circumstances apply:
 - a. DHR requests the Historical Marker for its own use
 - b. Marker to be provided to a local government, private group or organization for display inside a facility. Re-display of retired or replaced markers outdoors is prohibited.

Donating Historical Markers:

1. The authority to donate Historical Markers to groups or organizations is held by DHR. Donation intentions must be provided in writing by and obtained from DHR.
2. The IDSP Contractor, at DHR's direction (as reviewed and approved by the VDOT IDSP Manager / Program Administrator), will remove the Marker that is to be replaced or retired and store it for up to 60 days until the recipient picks up the Marker. If the

Marker is not picked up within the allotted timeframe, the marker may be disposed of or recycled.

Loaning Historical Markers:

3. A Historical Marker may be loaned by the Commissioner of Highways with concurrence of the Director of DHR. Such a loan shall be for a duration of no more than 90 days. The loan recipient must be a museum or other public agency operated at public expense. Historical Markers may not be loaned for periods longer than 90 days or to privately-held concerns or organizations unless permitted by the General Assembly.
4. The following conditions apply to loaning Historical Markers, unless otherwise permitted by the General Assembly:
 - a. The request for loaning an Historical Marker shall be in writing to the DHR Highway Marker Program Manager specifying the purpose for the loan, how the Marker will be protected, the party that will perform the removal from the original site, transportation to the recipient, and re-erection at the original site, and the party that is accountable for repairs should damage occur. All costs associated with this action shall be borne by the recipient.
 - b. If the VDOT IDSP Contractor is responsible for removal, transportation to and from the recipient, and re-erection; the recipient shall provide funding to cover the cost of this work.
 - c. If the recipient or a private contractor is to remove, transport, and re-erect the Historical Marker, the recipient shall agree in writing to repair or replace the Historical Marker if damage occurs. In addition, the work shall be accomplished under a land use permit issued under the authority of the appropriate Area Land Use Engineer.

APPENDIX

APPENDIX A

MEMORANDUM OF AGREEMENT
OUTLINE



Virginia Department of Transportation to Install an Official
Historical Marker on property not belonging to the
Department

I, _____(PRINTED NAME),
_____(PRINTED TITLE), the undersigned;
representing _____

(OFFICIAL NAME of the ORGANIZATION, GROUP, GOVERNMENT ENTITY, etc.)

holder of the deed or title to the land so described herein, give permission, authorize, or otherwise convey privilege to the VIRGINIA DEPARTMENT OF TRANSPORTATION and its authorized contractors to enter upon that land for the expressed purpose of preparing to erect, erecting, and maintaining a HISTORICAL MARKER as sanctioned by the DEPARTMENT OF HISTORIC RESOURCES. This permission, authorization, or privilege is to be uninterrupted and binding until such time both parties or representatives thereof, agree that it should cease.

GENERAL DESCRIPTION OF THE PROPERTY, INCLUSIVE OF BOOK AND PLAT REFERENCES WHERE APPROPRIATE, GENERAL MAILING ADDRESS, AND DESCRIPTIVE LANGUAGE RELATIVE TO THE AREA UPON THE PROPERTY WHERE THE HISTORICAL MARKER WILL BE LOCATED:

_____.

Signature and Date

I, _____(PRINTED NAME),
_____(PRINTED TITLE), the undersigned;
representing the Virginia Department of Transportation, accept the above OFFER, fee gratis, understanding its terms and conditions. By my signature below I make this an official MEMORANDUM OF AGREEMENT between the parties listed, and I pledge that the Virginia Department of Transportation and its authorized contractors will protect the integrity of the overall property and will perform its duties with as little disruption to the land or the land owner as practical.

Signature and Date

**APPENDIX B
HISTORICAL MARKER PROGRAM
CONTRACTOR ACTIVITY CHECKLIST**

Date of notice from DHR of a proposed Historical Marker, (mm/dd/yyyy): ____/____/____

The VDOT IDSP Contractor shall:

1. Contact the Highway Marker Program Manager at DHR and VDOT District to verify:
 - Sponsor Name: _____
 - Contact Info (Phone / E-mail) _____
 - VDOT District Representative / Title: _____
 - Contact Information (Phone / E-mail) _____

2. Develop a preliminary site plan, stake the proposed marker location and meet with DHR, District VDOT Representative and/or Sponsor in the field to determine the following: Date: ____/____/____
 - Will site reconstruction (guard rail, curb, parking [handicap], footpath, pull-off, etc.) be necessary? Yes / No
 - Will right-of-way, easements, or MOA be necessary? Yes / No
 - Will traffic management be necessary by VDOT during unveiling of marker? Yes / No
 - Will projects in the Six-Year-Improvement Plan affect the proposed site?
 - Conflict with any VDOT assets / Utilities

Comments/notes: _____

3. Once a site(s) has been determined, and any necessary agreements regarding reconstruction, R/W, Easements, MOA, and/or traffic management have been executed, contact the following to clear site with any potential private development:

Area Land Use Engineer Date: ____/____/____
Comments/notes: _____

**APPENDIX B
HISTORICAL MARKER PROGRAM
CONTRACTOR ACTIVITY CHECKLIST**

Miss Utility Site Clearance

Date: ____/____/____

Comments/Notes _____

4. If the site is not in conflict with other plans (VDOT or Developer), VDOT or other Utilities, proceed to Step 5. If conflicts exist, begin again with Step 1 as appropriate.

5. If the site proves to be satisfactory, finalize site plan with any necessary revisions and submit to VDOT District representative for final site plan approval. Submit plan and estimated cost of installation to VDOT IDSP Manager / Program Administrator for review and approval.

Comments/notes: _____

6. Notify DHR so the final text may be prepared, and the marker ordered for shipment to the IDP Contractor:

7. Establish an unveiling date through DHR (DHR will communicate with the Sponsor) in order to properly schedule the installation date.

Date: ____/____/____

Comments/notes: _____

ESTABLISHED UNVEILING DATE

1. Receive, inspect and store Historic Marker until time of installation.

**APPENDIX B
HISTORICAL MARKER PROGRAM
CONTRACTOR ACTIVITY CHECKLIST**

Comments/notes: _____

2. Install Historical Marker three to four weeks prior to planned unveiling date
 - Capture photos, of the site per the Operations Manual and record in the database
 - Record / populate other pertinent data in the database for marker installations
 - Notify DHR and the VDIT District Representative that the Marker and been installed and is ready for the unveiling ceremony.

Comments/notes: _____

APPENDIX C

**COMMONWEALTH OF VIRGINIA
Department of Historic Resources (DHR) and Department of Transportation (VDOT)
PURCHASE REQUISITION**

DHR		Please note: VDOT will be expecting written notification of shipment dates to verify the expected time of delivery. Please provide the ordering agency (DHR or VDOT) a copy of the bill of lading to confirm delivery.
VDOT		

Authorized By (Print Name): _____ **Date:** _____
Signature: _____ **Phone Number:** _____

Contractor: Sewah Studios Address: Millcreek Road P.O. Box 298 Marietta, OH 45750 Phone No: (740) 373-2087 or toll free (888) 557-3924	Date: _____ REQ/ PO#: Contract No: E194-76016
--	--

Delivery: Regular Emergency	Delivery Terms: _____ Days	Contractor Fin No.: _____	Processed by: Initials _____
---------------------------------------	--------------------------------------	--	---

Ship to: E-mail: _____ Name: _____ Address: _____ State: _____ Zip Code _____	Invoice should be directly billed to: Name: _____ Address: _____ _____ _____
--	---

Description of Goods and Services

NEW	REFURBISH	ITEM	QUANTITY	UNIT PRICE	TOTAL
		Marker			
		Post			
Text is _____ characters and title is _____ characters					
The signature line of this marker should read: "Department of Historic Resources, _____" See below for text to appear on the marker.					
Total Cost					

AGENCY CODE	FY	PROJECT UPC	ACTIVITY CODE	COST CENTER	AMOUNT

APPENDIX C

New Historical Marker Text

Text reviewed and approved by (DHR ONLY):

Date:

Contractor shall submit a graphic image or photograph of the DRAFT layout of text to DHR for review and approval prior to fabrication of the Historical Marker.



COMMONWEALTH of VIRGINIA
DEPARTMENT OF TRANSPORTATION
DIVISION: Traffic Engineering

Special Design Drawing

Historical Sign Marker Foundation

September 1, 2016

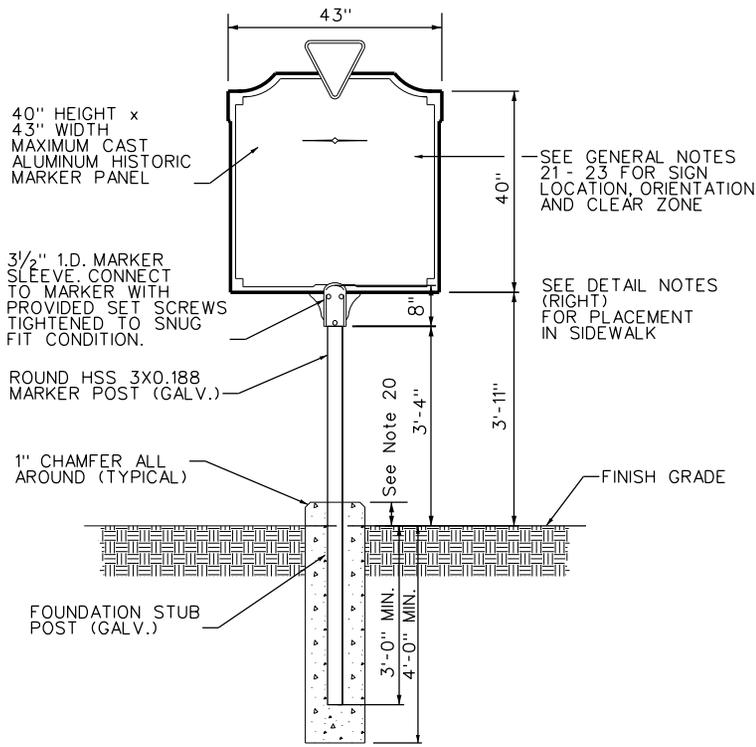
Drawings Submitted By: Harry A. Campbell, P.E. & Karl W. Larson, P.E.

<p>COMMONWEALTH OF VIRGINIA HARRY A. CAMPBELL Lic. No. 048404 PROFESSIONAL ENGINEER</p>
VDOT Traffic Engineering Division Richmond, Virginia Traffic Engineer

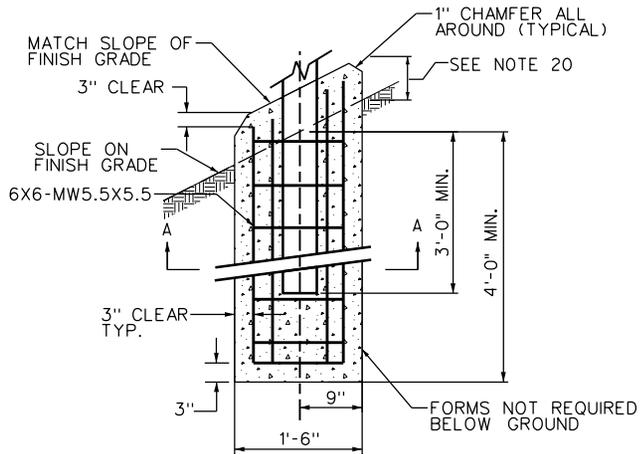
Responsible for all attached pages

<p>COMMONWEALTH OF VIRGINIA KARL WILLIAM LARSON Lic. No. 033618 PROFESSIONAL ENGINEER</p>
VDOT Structure & Bridge Division Richmond, Virginia Structural Engineer

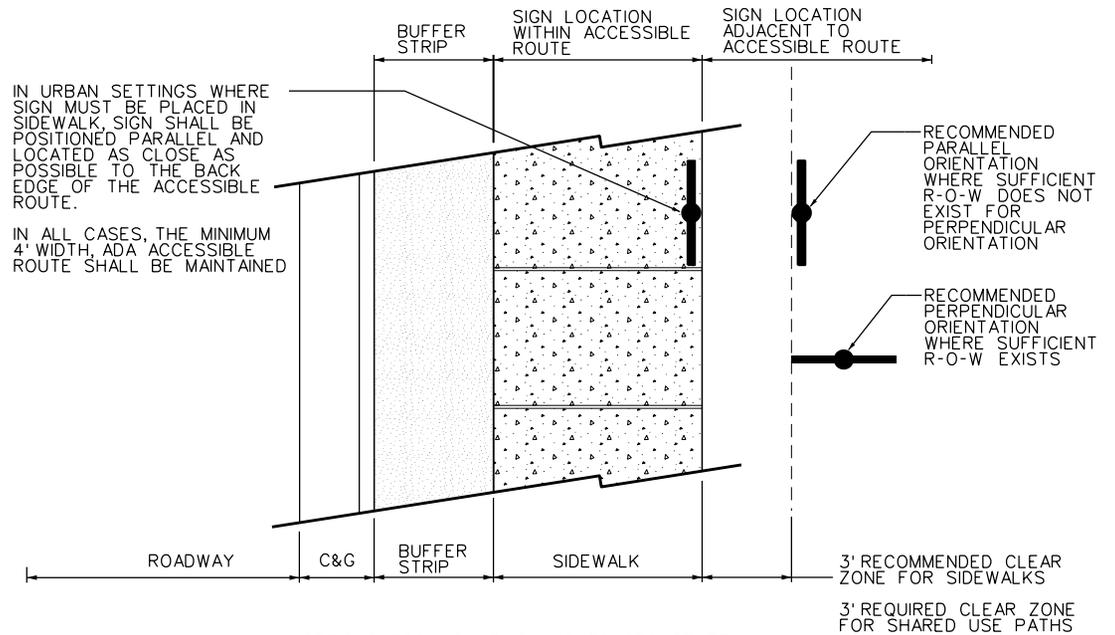
Responsible for all attached pages



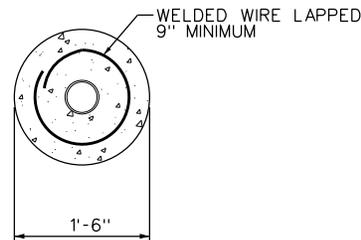
MARKER STRUCTURE
ELEVATION DETAIL - NOT TO SCALE



MARKER STRUCTURE FOUNDATION
ENLARGED FOUNDATION DETAIL SECTION VIEW - NOT TO SCALE



OPTIONS FOR MOUNTING MARKER STRUCTURE WITHIN OR ADJACENT TO SIDEWALK
PLAN VIEW - NOT TO SCALE



MARKER STRUCTURE FOUNDATION
SECTION A - A DETAIL
PLAN VIEW - NOT TO SCALE

NON-BREAKAWAY
HISTORICAL MARKERS SHALL BE LOCATED OUTSIDE OF THE VEHICULAR CLEAR ZONE



HISTORICAL MARKER FOUNDATION DETAIL

SPECIFICATION REFERENCE	SPECIAL DESIGN SECTION DRAWING NAME	SHEET 1 OF 2
105 510	HISTORIC SIGN MARKER FOUNDATION	

GENERAL NOTES AND DESIGN SPECIFICATIONS

DESIGN SPECIFICATIONS:

- 1) VDOT ROAD AND BRIDGE SPECIFICATIONS (Current Edition)
- 2) AASHTO STANDARD SPECIFICATIONS FOR STRUCTURAL SUPPORTS FOR HIGHWAY SIGNS, LUMINAIRES, AND TRAFFIC SIGNALS, 6TH EDITION.
- 3) VDOT ROAD AND BRIDGE STANDARDS (Current Edition)

DESIGN CRITERIA:

- 4) WIND: 25 YEAR RECURRENCE INTERVAL; 120 MPH
- 5) HISTORICAL MARKER SUPPORT ASSEMBLY:
 - a. ROUND HSS 3X0.188 MARKER POST (GALV.)
 - b. SEE DETAILS FOR MOUNTING HEIGHT
- 6) WATER TABLE BELOW BOTTOM OF FOUNDATION
- 7) BEARING CAPACITY: 1500 PSF
- 8) SOIL FRICTION ANGLE: 24 DEG.
- 9) SOIL DENSITY: 120 PSF
- 10) FOUNDATION FACTOR OF SAFETY
 - a) GLOBAL STABILITY:1.3
 - b) OVERTURNING:1.5
 - c) TORSION:2.0

CONCRETE:

- 11) CONCRETE FOUNDATION SHALL BE CLASS A3 IN ACCORDANCE WITH VDOT SPECIFICATION 221 OR A PREAPPROVED BAG MIX FROM THE DEPARTMENT'S APPROVED LIST NO. 31.
- 12) WELDED WIRE FABRIC SHALL CONFORM TO VDOT SPECIFICATIONS 223.

STRUCTURAL STEEL:

- 13) ALL STRUCTURAL STEEL SHALL COMPLY WITH VDOT SPECIFICATIONS AND THE FOLLOWING:
 - a. PLATES ASTM A36
 - d. POST ASTM A500 GR B
 - c. BOLTS ASTM A325 SAE J429 GRADE 5, ZINC COATED
 - d. NUTS A563
 - e. WASHERS F436
 - f. WELDS FEXX = 70 KSI FILLET WELD IN ACCORDANCE WITH VDOT SPECIFICATIONS AND AWS D1.1 (FOR REPAIR WORK ONLY)
- 14) HOT-DIP GALVANIZE AFTER FABRICATION ALL COMPONENTS (EXCEPT MARKER) IN ACCORDANCE WITH VDOT SPECIFICATION SECTION 233.

FOUNDATION NOTES:

- 15) DETERMINE IF IN-SITU SOIL IS SAND OR CLAY BY VISUAL ANALYSIS IN ACCORDANCE WITH ASTM D2488.
- 16) CONFIRM THAT THE WATER TABLE IS BELOW THE BOTTOM OF THE FOUNDATION.
- 17) CONFER WITH ENGINEER FOR MITIGATING SUBSTANDARD SOIL / SITE
- 18) CONFIRM SLOPE OF GRADE AT SITE OF INSTALLATION IS LESS THAN 3:1.
- 19) PROVIDE DRILLED SHAFT FOUNDATION PER DETAILS THIS SHEET IN CONFORMANCE WITH VDOT SPECIFICATIONS.
- 20) IF FOUNDATION IN SIDEWALK, TOP OF FOUNDATION SHALL BE FINISHED FLUSH WITH TOP OF SIDEWALK CONCRETE. ALL OTHER LOCATIONS SHALL BE AT LEAST 1" ABOVE EXIST. GRADE AND A MAXIMUM OF 8" ABOVE EXISTING GRADE.

SIGN LOCATION / CLEAR ZONE:

- (21) HISTORICAL MARKERS SHALL BE LOCATED OUTSIDE THE VEHICULAR CLEAR ZONE IN ACCORDANCE WITH APPENDIX A OF THE ROAD DESIGN MANUAL.
- (22) GEOMETRIC DESIGN FOR MARKER PULL-OFFS SHALL BE DESIGNED IN ACCORDANCE WITH THE ROAD DESIGN MANUAL SECTION 2E-39
- (23) OFF STREET PARKING, WHERE PROVIDED, SHALL BE DESIGNED IN ACCORDANCE WITH APPENDIX C OF THE ROAD DESIGN MANUAL.

POWDER COATING GALVANIZED STEEL ELEMENTS

THIS WORK CONSISTS OF SURFACE PREPARATION AND APPLICATION OF POWDER COATING OVER GALVANIZED METAL ELEMENTS AND HARDWARE IN SHOP FACILITIES AS SHOWN IN SPECIFICATIONS, PLANS OR AS DIRECTED BY THE ENGINEER.

THE POLYESTER POWDER SHALL BE A SUPER DURABLE TGIC POLYESTER THERMOSET COATING. POWDER COATINGS SHALL BE A SEMI-GLOSS FINISH UNLESS OTHERWISE SPECIFIED. ALL PIGMENTED AND CLEAR TGIC COATINGS SHALL BE OUT-GAS-FORGIVING (OGF) FORMULATIONS OR BY THE MANUFACTURER'S OGF ADDITIVE.

THE POWDER COAT SHALL BE BLACK IN COLOR AND SHALL MATCH FEDERAL STANDARD 595-27038.

PRIOR TO THE GALVANIZING OPERATION, THE POWDER COATING APPLICATOR SHALL IDENTIFY TO THE GALVANIZER ALL SURFACES RECEIVING POWDER COATING AFTER GALVANIZING TO ENSURE THAT THE GALVANIZING METHOD USED ON THESE ASSEMBLIES IS COMPATIBLE WITH SUBSEQUENT APPLICATION OF A POWDER COATING. ALL SURFACES OR ASSEMBLIES RECEIVING POWDER COATING SHALL NOT BE WATER-QUENCHED, NOR RECEIVE A CHROMATE CONVERSION COATING AFTER THE GALVANIZING PROCESS.

AFTER SURFACE PREPARATION, ALL COMPONENTS RECEIVING POWDER COATING SHALL BE SUFFICIENTLY PREHEATED TO PREVENT PIN HOLES FROM FORMING IN THE POLYESTER POWDER.

THE COATING SHALL BE APPLIED AT A CURED FILM THICKNESS OF 7 +/- 2 MILS IN ACCORDANCE WITH THE POWDER COATING MANUFACTURER'S RECOMMENDATIONS. THE APPLIED FILM THICKNESS OF THE POLYESTER POWDER SHALL BE MEASURED IN ACCORDANCE WITH ASTM D 7091.

THERE WILL BE NO SEPARATE MEASUREMENT AND PAYMENT FOR POWDER COATING APPLICATION TO STEEL ELEMENTS. ALL MATERIALS, LABOR, EQUIPMENT, TOOLS, SUBMITTAL INFORMATION, QUALITY CONTROL TESTING AND INCIDENTALS NECESSARY TO COMPLETE THE POWDER COATING WORK SHALL BE INCLUDED IN THE COST OF THE SIGN.

NON-BREAKAWAY
HISTORICAL MARKERS SHALL BE LOCATED OUTSIDE OF THE VEHICULAR CLEAR ZONE



HISTORICAL MARKER FOUNDATION NOTES

SPECIFICATION REFERENCE	SPECIAL DESIGN SECTION DRAWING NAME	SHEET 2 OF 2
105 510	HISTORIC SIGN MARKER FOUNDATION	