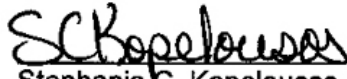


Approved:


Stephanie C. Kopelousos
Secretary

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Office: Maintenance

Topic No. 850-045-005-b

MONUMENTS/MEMORIALS ON DEPARTMENT OF TRANSPORTATION RIGHT OF WAY

PURPOSE:

The purpose of this procedure is to provide internal guidance to Department of Transportation employees for the application process for not-for-profit organization proposals for the installation and maintenance of monuments or memorials on Department of Transportation (Department) Right of Way.

AUTHORITY:

Ellwood Robinson 'Bob' Pipping, Jr., Memorial Act, Section 337.111, Florida Statutes (F.S.)

SCOPE:

Section, 337.111, F.S. enacted by the Florida Legislature in 2005, authorizes the Department to enter into contract with any not-for-profit group or organization that has been in operation for more than two years, for the installation of monuments and memorials honoring military veterans at highway rest areas in the State of Florida.

The principal office affected by this procedure will be the Office of Maintenance which is responsible for the coordination of the application approval process, along with the respective District Maintenance Office. The Office of Right of Way and the Office of the General Counsel will be instrumental in the process, as well as the Federal Highway Administration.

GENERAL:

The Department supports the spirit of recognition that the ***E.R. Pipping, Jr., Memorial Act*** provides for United States Veterans. The primary concern is that installations be appropriately completed and maintained in a safe and attractive manner. The criteria contained in this document will help assure these concerns are met.

This document, in its entirety, with a verbal description of the program, may be found on the Department's Office of Maintenance website:

<http://www.dot.state.fl.us/statemaintenanceoffice>

1. CONCEPT PLAN

1.1 Proposal Documentation

To determine eligibility and general acceptance of the proposed monument or memorial, prospective applicants should prepare a written overview of their proposal with documentation of their not-for-profit status. The proposal shall be submitted to the Department, Office of Maintenance, 605 Suwannee St. MS 52, Tallahassee, FL 32399-0450. Within one month of receiving the completed package, the Department will give written notification of the application's status.

The concept plan should include a detailed description of the proposed monument including the following:

- a. How it supports the intent of the ***Ellwood Robinson "Bob" Pipping, Jr. Memorial Act***.
- b. A brief description of how it will comply with applicable Department design standards.
- c. How it will be made safe for public viewing, including compliance with ***Americans with Disabilities Act (ADA)*** requirements.
- d. How it will work within the rest area selected, including limiting interference with existing vehicular and pedestrian access to the rest area facilities.
- e. A brief description of the approximate dimensions, including but not limited to, height, weight, land area square footage required, whether any modification or connection to existing buildings is required, and whether any permits are needed.
- f. The concept plan should also briefly demonstrate that the not-for-profit agency has the financial wherewithal to undertake the construction, installation, placement and maintenance of the monument.

1.2 Concept Plan Review

After review of the concept plan, the Department's Office of Maintenance or respective District Maintenance Office may suggest modifications to the applicant's concept plan.

1.3 Formal Request

Upon notification that the concept plan is acceptable, the prospective applicant is eligible to submit a formal request to the Proposal Review Committee.

2. REVIEW COMMITTEE

2.1 Committee Members

The Proposal Review Committee consists of:

- a. The Secretary of Transportation or his/her designee.
- b. The Executive Director of the Department of Veterans Affairs or his/her designee.
- c. Three members of the Florida Commission on Veterans Affairs, appointed by the chair of the commission. These members will serve for a term, not to exceed two years, but may be reappointed. Appointed member's terms expire on January 31 of each even numbered year.

2.2 Committee Meetings

To minimize travel impacts on appointed members, the review committee meetings shall be scheduled with the quarterly Florida Commission on Veterans Affairs meetings.

The Department's Office of Maintenance will schedule the review committee meetings when completed proposals from qualifying not-for-profit groups or organizations are ready to review.

2.3 Registration Requirements

Qualifying not-for-profit groups or organizations shall consist of C-3, and C-19 registered entities, as defined in **Subsection 501(c)** of the **United States Internal Revenue Code (26 U.S.C. § 501(c))**, that have been so registered for a minimum of two years. It is the group's responsibility to provide evidence of said registration.

2.4 Federal Highway Administration

The approved concept plan will be submitted to the Federal Highway Administration, Florida Division for approval. Rest area properties were acquired for the Interstate Rest Area Program utilizing federal funds, therefore approval from FHWA is required. The request for concurrence may be submitted by the Office of Right of Way.

3. FORMAL APPLICATION

3.1 The formal application shall be submitted to the Office of Maintenance at the same address used for the concept plan. It shall include a completed ***Monument and Memorial Application; Form No. 850-045-05***. The ***Application*** can be obtained from the State of Florida Maintenance web site at:

<http://www.dot.state.fl.us/statemaintenanceoffice>

3.2 The formal application shall include the items shown in the concept plan, with sufficient detail to conduct an engineering review of the application if necessary. If the monument is sufficiently complex in its design to impact public safety, the design must be signed and sealed by a professional engineer registered in the State of Florida. This requirement will be discussed during the concept review phase.

3.3 The following items must be included in the formal application:

- a. A statement of how the monument or memorial supports the intent of the ***Ellwood Robinson "Bob" Pipping, Jr. Memorial Act***.
- b. A thorough description of the proposal with plans, diagrams, photographs or other graphic media, as needed. This includes any plans showing required structural supports prepared by the engineer.
- c. A statement of how the monument or memorial will be accessed by the public, and a certification that it will meet ***ADA*** requirements. The statement will include a thorough description of the location and design of the viewing area, with details on sidewalks, handrails, fences and any other public safety features.
- d. A site plan that clearly shows the monument or memorial's placement within the rest area. Additional graphic aids may be used to clearly show how the monument or memorial will fit within the rest area.
- e. Written confirmation of the applicant's ability to secure a bond. A cost estimate for removal of the monument by a professional engineer if deemed necessary shall be included.
- f. Written maintenance plan for the monument. A detailed description of the boundaries of the area that the not-for-profit agency will be responsible for maintaining shall be included in the air space agreement.
- g. A detailed submittal of financial statement to demonstrate that the not-for-profit agency has the financial resources to construct, install, place, and maintain the monument or memorial.
- h. A copy of any applicable permit approvals.

- 3.4** The formal application will be submitted to the Federal Highway Administration, Florida Division Office, for approval.

4. AIR SPACE AGREEMENT (LEASE)

- 4.1** When the proposal has received approval from all applicable Department offices as well as FHWA concurrence, the not-for-profit agency will enter into an Air Space Agreement to convey leasehold of the property for the purpose of construction, installation, placement maintenance and removal of the monument or memorial.

5. MONUMENT INSTALLATION

- 5.1** All costs for the installation and maintenance of the monument or memorial are the responsibility of the not-for-profit organization.
- 5.2** The District Maintenance Office will provide the name and contact information for the Department's project manager to the organization. The organization will maintain contact with the project manager, notifying the project manager of the proposed begin work date and schedule of events.
- 5.3** The not-for-profit organization's contractors will adhere to the Department's standards and procedures for the contracted work, including maintenance of traffic standards. The ten (10) year bond for the removal cost will be required at the time the contract is executed.
- 5.4** Construction activities should be scheduled such that the impact to Florida's traveling public is minimized. This includes completing the project in a timely manner with minimal interference with the normal operation of the rest area.
- 5.5** Upon completion of the construction, the Department's project manager will notify the District Maintenance Engineer, the Public Information Office and the Office of Maintenance so that appropriate announcements and dedication activities can be coordinated with the organization.

6. MAINTENANCE AND MODIFICATIONS

- 6.1** The not-for-profit organization's monument maintenance plan should address periodic maintenance. The respective District Maintenance Office will also monitor the monument or memorial and notify the sponsoring organization of any concerns regarding the monument or memorial's condition.

- 6.2** If conditions arise at the rest area that mandate modifications to the monument or memorial or its relocation, the District shall notify the Office of Maintenance so that the issue can be addressed by the approval committee. Any such modification will be coordinated with the sponsoring organization.
- 6.3** At the termination of the ten (10) year bond period, the applicant may renew the air space agreement by securing an additional bond. The renewal shall require an updated cost estimate, by a professional engineer registered in the State of Florida if deemed necessary, to remove the monument and shall be contingent upon the satisfactory maintenance performance during the prior permit period.
- 6.4** The Department retains the sole right to determine whether the monument shall be removed and shall not require the approval of the organization.

7.0 TRAINING

No training required.

8.0 FORMS

Form No. 850-045-05, Monument and Memorial Application Form which may be found in the Department's Forms Library, and on the Office of Maintenance Internet site: