

## Specification Guidelines for Signage of Department of Public Utilities Capital Improvement Projects

### Purpose

To establish consistent department guidelines for providing signage for department of Public Utilities (DPU) Capital Improvement projects (CIP) located in neighborhoods and along public rights of way that are under construction. Signage for the projects under construction helps raise public awareness on the improvements that Columbus utility ratepayer revenues fund. Signage will provide information to residents about the project name, CIP number, department and contractor. As an additional benefit, motorists traveling through the area will also see the signs, which could potentially increase safety through the construction zone area.

### General Policy

The policy will apply to DPU CIPs, exceeding \$100,000 in estimated cost, to be constructed in neighborhoods and along public rights of way. The policy does not apply to CIPs located within city-owned properties that the public does not have general access to, such as water and wastewater treatment plants.

Contractors that are awarded construction bids to build DPU projects will be responsible for supplying, installation and removal of signage for the project. Therefore, the requirement must be built into all applicable construction bid specifications. All cost are to be included in the construction bid noted as "Project Identification Signs".

Signage requirements will not be limited to project areas in Columbus. If a DPU project is being constructed in another jurisdiction outside Columbus but is located within a residential area or along a public right of way, the signage will still be required.

### Policy Details

- 1.) Number of signs: The contractor shall furnish and install at least two signs at the project site, facing oncoming traffic, at the entry and end points of the project area. If there are additional points of entry, such as north/south and east/west, additional signs marking the general boundaries of the site may be required by the project manager. Sign locations shall be verified & approved by Dopw(p) project engineer prior to installation.
- 2.) Location: Signs should be installed along the public right of way, such as the city tree lawn area near the curb, where the sign would be visible to residents and motorists. Location of the sign shall not block visibility of stop signs, railroad crossings or other signage that might pose a public safety hazard.
- 3.) Material: Signs may be made of either metal or wood but must be professional quality. If plywood is used, it must be  $\frac{3}{4}$ " exterior grade with mitered edges.
- 4.) Support structure: Signs must have their own support structure and be able to withstand 75 MPH winds.
- 5.) Size: Standard size to be used is 30 inches high and 42 inches wide. On major roads wider than three lanes in non-residential areas, larger sizes may be required by the project manager if deemed necessary for better visibility.

6.) Paint: Should be exterior gloss enamel white base paint with black lettering, with type 4 ASTM-approved reflective sheeting.

7.) Text: Sign shall read as follows, in as large a font as possible (see enclosed design). Contractor is responsible for all language to be correct.

CIP PROJECT NAME  
CAPITAL IMPROVEMENT PROJECT # \_\_\_\_  
YOUR POWER UTILITY FEES AT WORK  
CONTRACTOR NAME & PHONE NUMBER  
CITY OF COLUMBUS  
DEPARTMENT OF PUBLIC UTILITIES  
CITY SEAL FOLLOWED BY CURRENT MAYOR'S NAME AND DPU DIRECTOR'S NAME-SEE SAMPLE DESIGN  
(614) 645-3111

8.) Maintenance: Sign must be maintained throughout duration of the construction by contractor at the expense of the project so it is clean, legible and structurally sound. Damage to sign must be repaired or repainted as soon as possible, including vandalism such as graffiti. If the sign is stolen, it must be replaced by the contractor at the expense of the project as soon as possible.

9.) Installation and removal: Signs must be installed at least one week before construction begins. Signs must be removed by contractor no later than one week after the total acceptance of the project

10.) Joint agency projects: In case of joint agency project, such as Public Utilities and Public service the lead agency responsible for the project will be the one identified on the sign.

11.) If any of the above details are considered not possible, the contractor shall notify the City's project manager to determine the best solution. A example may be submitted to the project manager for approval prior to creating the full scale sign.

( PROJECT NAME )  
STREET LIGHTING IMPROVEMENTS  
CAPITAL IMPROVEMENT PROJECT # 123  
YOUR POWER UTILITY  
FEES AT WORK



Michael B. Coleman, Mayor  
Tatyana Arsh, P.E., Director

**XYZ Inc., Contractor**  
**(614) XXX-XXXX**  
**City of Columbus**  
**Department of Public Utilities**  
**(614) 645-3111**