

**New Jersey Department of Transportation
QUALITY IMPROVEMENT ADVISORY**

QUALITY MANAGEMENT SERVICES

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QIA No. QIA032

Approved: B. Strizki

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Subject: LOGO and TODS Signs

Process Affected:

Scope Design Right of Way Utilities Environmental Historic Construction

Bureaus Affected:

All Designers
Division of Construction and Materials
All Contractors

Procedure(s) Affected:

Design
QA/QC
Construction

Nature of Issue(s):

The Departmental LOGO and Tourist Oriented Directional Signs (TODS) are guide signs that display identification and directional information for businesses, services, and activity facilities (e.g. _____ gas station, 1 mile ahead). These signs contain white legends on a blue background and consist of one or more panels. They are installed and maintained by a private vendor. Through the vendor, the State receives revenue annually from the businesses identified on the signs. Therefore, it is required that these signs remain visible both during and upon completion of all construction activities.

It has been reported, however, that during the construction of several projects, these signs were removed, misplaced, or damaged. As a result, Resident Engineers have had to resolve this issue by change order with additional costs involved. Additionally, there seems to be uncertainty as to how the Standard Specifications address the handling of these signs during construction.

Recommendation(s):

To ensure that LOGO and TODS signs remain visible to the motoring public during and after all stages of construction, the following clarifications and recommendations are being provided:

- Designers are responsible for adhering to the requirements of Section 6.1.2 of the NJDOT Procedures Manual by showing all existing topography on the construction plans to include 150 meters on either side of the project limits. This includes LOGO and TODS signs. Designers are further required to observe item #3 of subpart A "General" and item #1 of subpart J "Surveying" of the Final Design Submission QA Checklist. These items are a means of ensuring that designers verify the accuracy of topographic information shown on the plans. Designers are further advised to indicate the necessary treatment of signs during construction on the plans as appropriate. (Sign to be removed, relocated, remain, etc.)
- Resident Engineers and contractors are advised that TODS and LOGO signs must be maintained during construction as well as upon completion of construction, as vendors pay the State a fee for these signs. For project specific situations that may occur during construction, such as when a sign cannot be re-used due to a reconfigured ramp or interchange, the Resident Engineer should contact the Office of Outdoor Advertising for guidance.

- The staging and location of signs, including LOGO and TODS signs shall be accomplished under the pay item "Clearing Site" as specified in subsection 201.03 of the Standard Specifications. For information concerning the staging and final location of these signs, Resident Engineers should consult the "Regional Traffic Engineering/Work Zone – Office of Traffic Signal and Safety Engineering".
- Contractors are further advised to make sure that they determine and verify the existence and types of signs, as well as any other project features, on site prior to the submission of the project bid. All appropriate work shall be accounted for in the bid, otherwise the Department will have no responsibility to address this issue after the contract is awarded.

The above recommendations will ensure the proper maintenance and staging of these signs and avoid the possibility of a claim against the State by the LOGO and TODS sign vendors.

Implementation: *Immediately*

Impact Assessment:

Schedule Quality Cost Scope

Cost Impact:

Varies