


**POLICY DIRECTIVE**

TR-0011 (REV 6/20/2005)

<b>TRAFFIC OPERATIONS POLICY DIRECTIVE</b>	NUMBER <b>06-01</b>	PAGE 1 OF 4
KRIS BALAJI, DIVISION CHIEF (Signature) 	DATE ISSUED 03/10/06	EFFECTIVE DATE 03/10/06
SUBJECT  CHARGING AND BILLING POLICY FOR:  (1) MEMORIAL SIGN(S) INSTALLED PURSUANT TO LEGISLATIVE RESOLUTIONS  (2) COLLEGE SIGN(S) INSTALLED UNDER CALIFORNIA VEHICLE CODE SECTION 21375 (CVC 21375)	DISTRIBUTION  <input checked="" type="checkbox"/> All District Directors <input checked="" type="checkbox"/> All Deputy District Directors - Traffic Operations <input checked="" type="checkbox"/> All Deputy District Directors - Maintenance <input checked="" type="checkbox"/> All Deputy District Directors - Construction <input checked="" type="checkbox"/> All Deputy District Directors - Design <input checked="" type="checkbox"/> All Deputy District Directors - Transportation Planning <input checked="" type="checkbox"/> Chief, Division of Engineering Services <input checked="" type="checkbox"/> Chief Counsel, Legal Division <input checked="" type="checkbox"/> Publications (California Supplement Website) <a href="http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/index.htm">http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/index.htm</a> <input checked="" type="checkbox"/> Headquarters Division Chiefs for: Maintenance and Operations cc: District Sign Coordinator	
DOES THIS DIRECTIVE AFFECT OR SUPERSEDE ANOTHER DOCUMENT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	IF YES, DESCRIBE	
WILL THIS DIRECTIVE BE INCORPORATED IN THE MUTCD 2003 CALIFORNIA SUPPLEMENT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	IF YES, DESCRIBE	

**DIRECTIVE**

The California Department of Transportation (Caltrans) and the person or agency requesting the signs(s) shall execute a "Standard Agreement for Miscellaneous Reimbursed Work" (Agreement) prior to Caltrans receiving payment from non-State sources sufficient to cover the cost of purchasing and installing the sign(s). The Agreement (Form FA-2640) is available on Caltrans Electronic Forms Section in "Accounting."

## Notes:

Caltrans Accounts Receivable, Reimbursement Section (Accounting) will need an executed Agreement in order to establish a reimbursable 926XXX Expenditure Authorization (EA). Since the Agreement lays the foundation for legal obligations and rights of each party, it is very important for the Agreement to include exactly what is being done and what the work entails.

**ALL WORK PERFORMED BY CALTRANS FOR PURCHASING AND INSTALLING THE SIGN(S) SHALL BE CHARGED TO THE 926XXX EA ESTABLISHED FOR THE PROJECT.**

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**IMPLEMENTATION**

(a) After being contacted to install a memorial or college sign, the District Sign Coordinator (DSC) calculates the size of the requested sign and contacts the State sign vendor requesting an estimate for the purchase of the sign(s). At the same time, the DSC contacts District Maintenance requesting an estimate of labor, material and equipment to install the sign(s).

(b) The DSC obtains District authorization and the District Budget Manager's (DBM) signature. The DBM provides a tentative 926XXX EA number.

(c) The DSC (or the DBM) sends (mails, faxes or emails) a copy of the signed Agreement to Accounting. After the reimbursement accountant assigns a contributor number, the EA is set up in the accounting system database. Accounting will use the EA shown on the Agreement to track expenditures. Accounting sends (mails) an invoice for the total amount of the estimate to the contributor.

(d) The contributor sends (mails) the payment to Accounting, Attention Cashier, "TO BE DEPOSITED." Accounting posts the deposit to the EA.

(e) The DSC prepares and sends (faxes or emails) a Sign/Installation Order (SIO) to the State sign vendor for actual pricing. The SIO must have the word "CONSTRUCTION" (in red) written at the top of the SIO form.

(f) The State sign vendor sends (faxes) a copy of the SIO (with actual pricing) to Caltrans Office of Procurement and Contracts (Procurement) to issue the Contract Delegation Purchase Order (CDPO).

<<< Continued On Page 3 >>>

If checked, see continuation page(s).

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**DELEGATION**

District Traffic Operations works with the sponsor(s) and Accounting to execute the Agreement and issue the SIO. District Traffic Operations:

- (1) Keeps a list of pending installations and completed installations.
- (2) Monitors progress of work to ensure timely completion.
- (3) Advises sponsor(s) and Accounting upon completion of work.
- (4) Works with Accounting to ensure proper reconciliation of account balance.

Procurement issues the CDPO.

Accounting establishes an account, keeps track of charges, issues final accounting and refund to sponsor(s).

If checked, see continuation page(s).

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**ADA Notice**

For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

IMPLEMENTATION

- (g) Procurement sends the approved and certified CDPO to the State sign vendor and to the DSC.
- (h) The DSC sends copies of the original estimate, the SIO and CDPO to Accounting.
- (i) The State sign vendor makes the signs and ships the sign(s) to the delivery address shown on the CDPO.
- (j) The District sign crew picks up the sign(s) at the delivery location and installs them.
- (k) The District sign crew notifies the DSC when the installation work is completed.
- (l) Once installed, the DSC fills in the completion date and contract signature on the Agreement and sends (mails or faxes) the completed form to Accounting (Fax: 916-227-8789 or 8-498-8789).
- (m) Upon completion of work, Accounting gives the contributor a final accounting of actual expenditures and refunds any excess amount or remaining balance of more than \$10.

## **DEFINITIONS**

When used in this Traffic Operations Policy Directive, the text shall be defined as follows:

- 1) **Standard** - a statement of required, mandatory, or specifically prohibited practice. All standards text appears in **bold** type. The verb **shall** is typically used. Standards are sometimes modified by Options.
- 2) Guidance - a statement of recommended, but not mandatory, practice in typical situations, with deviations allowed if engineering judgement or engineering study indicates the deviation to be appropriate. All Guidance statements text appears in underlined type. The verb should is typically used. Guidance statements are sometimes modified by Options.
- 3) Option - a statement of practice that is a permissive condition and carries no requirement or recommendation. Options may contain allowable modifications to a Standard or Guidance. All Option statements text appears in normal type. The verb may is typically used.
- 4) Support - an informational statement that does not convey any degree of mandate, recommendation, authorization, prohibition, or enforceable condition. Support statements text appears in normal type. The verbs shall, should and may are not used in Support statements.

## **ATTACHMENTS**


- (1) Division of Traffic Operations memorandum reaffirming the memorial sign policy.
- (2) Sample standard agreement for purchasing and installing memorial signs.
- (3) Average estimate of cost for purchase and installation of a single memorial sign.
- (4) Spreadsheet for tracking memorial sign installations.

# Memorandum

*Flex your power!  
Be energy efficient!*

To: DISTRICT DIRECTORS  
DEPUTY DISTRICT DIRECTORS-Maintenance and Operations

Date: March 9, 2006

From:   
KRIS BALAJI  
Chief  
Division of Traffic Operations

Subject: Reaffirmation of Our Policy and Practice for Installing Memorial Signs

Attached for your use is the policy on memorial signs. The California Department of Transportation (Caltrans) installs memorial signs pursuant to legislative resolutions. This memorandum reaffirms Caltrans policy of tracking costs and refunding excess deposits for these memorial signs. Please inform your staff to ensure that when the sponsor requests us to purchase and install memorial signs we make every effort to:

- (1) Provide a reasonable estimate of cost.
- (2) Track all costs of the purchase/installation process.
- (3) Upon completion of installation, work with Caltrans Accounting to make sure that overpayments are refunded as quickly as possible.

Thank you for ensuring this policy is carried out effectively.

Attachments

STATE OF CALIFORNIA • DEPARTMENT OF  
**STANDARD AGREEMENT**  
**FOR MISCELLANEOUS REIMBURSED WORK**  
 FA-2640 (NEW 1/2003)

Agreement  
 Number SAMPLE  
 EA SAMPLE

This agreement is entered into this 28th day of February, 2006 by and between the undersigned agencies:

Set forth service / materials, equipment to be furnished, and/or work to be performed, by whom, time for performance including the terms, date of commencement, estimated date of completion, and provision for payment.

**This agreement is for** signs under ACR 5 (Mountjoy, 2005). You agree to pay the California Department of Transportation (Caltrans) for purchase and installation of signs per details and locations shown on the attachments. The attached estimate of cost for work under this agreement is \$5,600. Caltrans will order signs upon receiving payment from non-State sources equivalent to the estimated amount.

**Date:** From March 1, 2006 to June 30, 2006.

**Billing Instructions -** Upon completion of work, Caltrans will give you an accounting of actual expenditures and refund any excess amount or remaining balance of more than \$10.

**Payment to be made upon billing. Total amount not to exceed \$** 5,600.00

It is agreed that costs for the above services are subject to an assessment for direct and indirect costs (functional and administrative overhead) when applicable.

Work will be done in a timely manner, but at the convenience of Caltrans, and will not take precedence over Caltrans work.

The State reserves the right to cancel this agreement by written notice at any time when it is deemed in the best interest of the State to do so.

(Caltrans Contract Manager fill in the following upon completion of the work for final accounting of project and forward copy of agreement to Accounting Service Center, Attn: A/R Reimbursements)

Work Completed \_\_\_\_\_

Certified as to Funds:

Contract Manager \_\_\_\_\_

\_\_\_\_\_  
 Budget Manager

Name of Agency/Contributor	Name of Agency Department of Transportation
Authorized Signature	Authorized Signature
Title	District Director
Mailing Address This is the mailing address of the contributor where the invoice(s), and final accounting, audit and refund, are to be sent.	Project Manager: Mailing Address
Phone Number:	Phone Number:

AVERAGE ESTIMATE OF COST FOR PURCHASE AND INSTALLATION OF A **SINGLE MEMORIAL SIGN**

	Urban Freeway (with lane closure)						Rural Conventional (with minimum traffic control)					
	Cost	Overhead	Taxes	Shipping	Handling	Total	Cost	Overhead	Taxes	Shipping	Handling	Total
Field Crew Labor	\$643	\$605				\$1,248	\$202	\$190				\$391
00830 Pick-up \$ 28.47 per day	\$18					\$18	\$14					\$14
01437 Cone Body \$ 35.11 per day	\$22					\$22						
04790 Polecat \$ 127.17 per day	\$81					\$81	\$64					\$64
02350 Attenuator Vehicle \$ 48.40 per day	\$31					\$31						
54801 Arrow Board \$ 13.29 per day	\$8					\$8						
60247 Sign Trailer \$ 6.64 per day	\$4					\$4						
6X8X20 Wood Post @ \$75	\$150					\$150	\$150					\$150
Retroreflective Laminated Sign Panel (incl. hardware, taxes, shipping, and handling)	\$406		\$31	\$41	\$61	\$539	\$305		\$24	\$31	\$46	\$405
Design, Procurement, and Accounting	\$100	\$94				\$194	\$100	\$94				\$194
						\$2,296						\$1,218
Sub Total	\$1,465	\$699	\$31	\$41	\$61	\$2,296	\$835	\$284	\$24	\$31	\$46	\$1,218
20% Contingency *						\$459						\$244
GRAND TOTAL for one (1) Sign				Urban		\$2,755				Rural		\$1,462

Unforeseen work such as additional travel time to distant worksites, adverse worksite conditions (slopes, rocks, vegetation), larger signs and longer posts

Work Description:

- 1) Work with sponsor to receive and deposit non-State funds.
- 2) Design sign (each name for a memorial sign is unique and requires a special design).
- 3) Order and receive sign panels from sign company.
- 4) Visit worksite to determine exact location and mark area for underground utilities.
- 5) Sign crew takes materials and equipment to worksite and sets up lane closure or shoulder closure (depends on location).
- 6) Drill two (2) five-foot deep post holes and install two (2) 20-foot posts.
- 7) Mount sign panel.
- 8) Depending on length of name, sign panel can be 15' x 5' and requires a hoist (Polecat) to install.
- 9) Time, personnel, material and equipment are for typical installation for one (1) memorial sign.

