

DESIGN BULLETIN #92/2017

Process for Handling Tourism Highway Signage Program (THSP) Signs in Construction Projects

Summary

The purpose of the document is to inform practitioners and department staff of the proper process for handling THSP signs that are affected by construction projects.

Background

Alberta's THSP program includes two broad signage categories: Tourism Oriented Directional Signage (TODS) and Logo signs. TODS signs provide directional guidance to tourist attractions, services and facilities. They follow the North American standard of a white message or symbol on a blue background. Logo signs are used to identify essential motorist services along the highway where the travelling public can stop to obtain gas, food, lodging and services within the community. Logo signs use simple and recognizable logos to identify these businesses and are usually placed in advance of urban communities, excluding cities. Business owners apply for a permit and pay a fee for installing TODS or Logo signs along provincial highways.

Currently, Alberta Transportation has a contract (CON14137) with ATS Traffic (Alberta Traffic Supply Limited) for managing the THSP. Under this contract, ATS Traffic is the Program Administrator of the signage program, and they are responsible for the following tasks:

- Sign design and manufacture (includes the replacement of old or damaged signs)
- Delivery of signs
- Determination of sign locations
- Supply of sign posts, bases, and associated hardware (except wood posts). If wood posts are sufficient, the supply will not go through the THSP Program Administrator. The Contractor will order and obtain them.

The Program Administrator is not responsible for the installation of THSP signs. In a construction project, this task must be completed by the Contractor.

Key Changes

Any THSP signs that may be affected by construction projects are governed by the THSP contract. When the department issues the RFP/TOR for a construction project, it is critical that the department includes the need to assess changes to THSP signs. In the construction contract, a special provision must also be included to specify the handling process of THSP signs. The Special Provisions should explain the role of the department, Consultant, Contractor and THSP Program Administrator. The contact for the current THSP Program Administrator is Edward Chin at EdwardC@atstraffic.ca or (780)-438-6817.

A construction project can have several possible impacts on the THSP signs. The following situations should be considered:

- For a situation where the existing THSP signs will continue to be used after construction is over, the Project Consultant should assess the signs during the preliminary design stage and establish the extent of work required. This may include moving, removing, salvaging, and/or re-installing the signs. The cost for this work should be incorporated in the project tender, and the Prime Contractor should handle the signs according to the Special Provisions. The THSP Program Administrator does not need to be contacted unless there is damage or destruction to the signs. The Special Provisions should address unintentional damage or destruction to the signs during construction, indicating that the sign supply and manufacture of THSP signs must follow the process and prices in CON14137. A typical situation where signs may be reused would be a highway widening project.
- For a situation where the THSP sign needs to be replaced or the content modified, the Project Consultant should determine the changes required during the preliminary design stage. The Project Consultant should inform the THSP Program Administrator of these required changes. The THSP Program Administrator will provide the Project Consultant with the dimensions of the THSP signs and the locations where the signs should be placed. Using this information, the Project Consultant can establish the number and type of posts and bases. The Consultant should inform the department's Project Administrator of the aspects covered under CON14137 and the department will be responsible for going through the ordering and billing process. The Consultant should ensure that the cost for THSP related tasks that are not covered under CON14137 is included in the project tender. This would include the cost for installing or removing THSP signs as well as the cost of supplying any wood posts. Typical scenarios where a new sign may be needed include access removal, highway realignment or signs that have faded due to age.
- In the event that a THSP sign has to be removed to accommodate long term construction work, temporary signage needs to be placed to provide directional guidance to motorists. Removing THSP signs for a long duration can impact way finding and the revenue of businesses and tourist attractions.

Billing Process for THSP Tasks Covered under CON14137

The consultant must inform the department's Project Administrator of any new or modified THSP signs needed for the construction project. The Project Administrator will pre-order the signs from the THSP Program Administrator, at least 30 days in advance of sign installation. The THSP Program Administrator will bill the department directly. The department's Project Administrator will obtain the job coster number from the Program Management Section. The Project Administrator will contact Steve Lai (Traffic Engineering Technician from Highway Operations) at steve.lai@gov.ab.ca or (780)-415-1051 to obtain the current unit pricing for the various types of THSP signs. The Project Administrator will verify the invoice with the unit prices. Once it is verified as correct, the Project Administrator will pay the invoice from the construction project job coster.

This Bulletin is implemented immediately.

Effective Date

September 11, 2017

Contact

Steve Lai (780)-415-1051.

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ATS Traffic

References

None

Recommended:

Approved:



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