



pennsylvania

DEPARTMENT OF TRANSPORTATION

Current State Assessment
Pennsylvania Tourism Signing Trust

1. Description of Business Environment

The view of the business environment is described in this section.

- **Organization** – Describes the organizational structure of the PTST.
- **Descriptions of Positions** – Describes the positions and duties of the personnel that provide the day-to-day work of PTST.
- **Programs** – Describes the programs that PTST operates for the benefit of the motoring public and the businesses that serve them.

1.1 Organization

PTST was created by PennDOT in 1984 as a non-profit organization to interface between government and businesses, and to serve the interests of the motoring public. The PTST Board of Trustees is made up of nine members representing attractions, gas, food, lodging, camping, the outdoor advertising industry, as well as a representative for the traveling public, DCED and PennDOT. The PTST Board meetings are generally held on the fourth Thursday bi-monthly.

The Board of Trustees has engaged a Business Manager, Carl Croft, to advise the Board, oversee the administration and operation of PTST's day-to-day operations, investment management, approve all disbursements, review the financial statements and reports (including the Annual Report and Annual Audit), and any special projects assigned.

PennDOT supervision of PTST is provided by PennDOT BOMO manager, Mark Alexander, who approves sign guidelines, design, construction, and maintenance.

The PTST's Administration and Engineering is contracted to Herbert, Rowland & Grubic, Inc. (HRG). They are responsible for performing all functions related to the implementation of the signing programs under the direction of the Trustees. Andrew Kenworthy supervises Administration, and Eric Stump supervises Engineering for HRG.

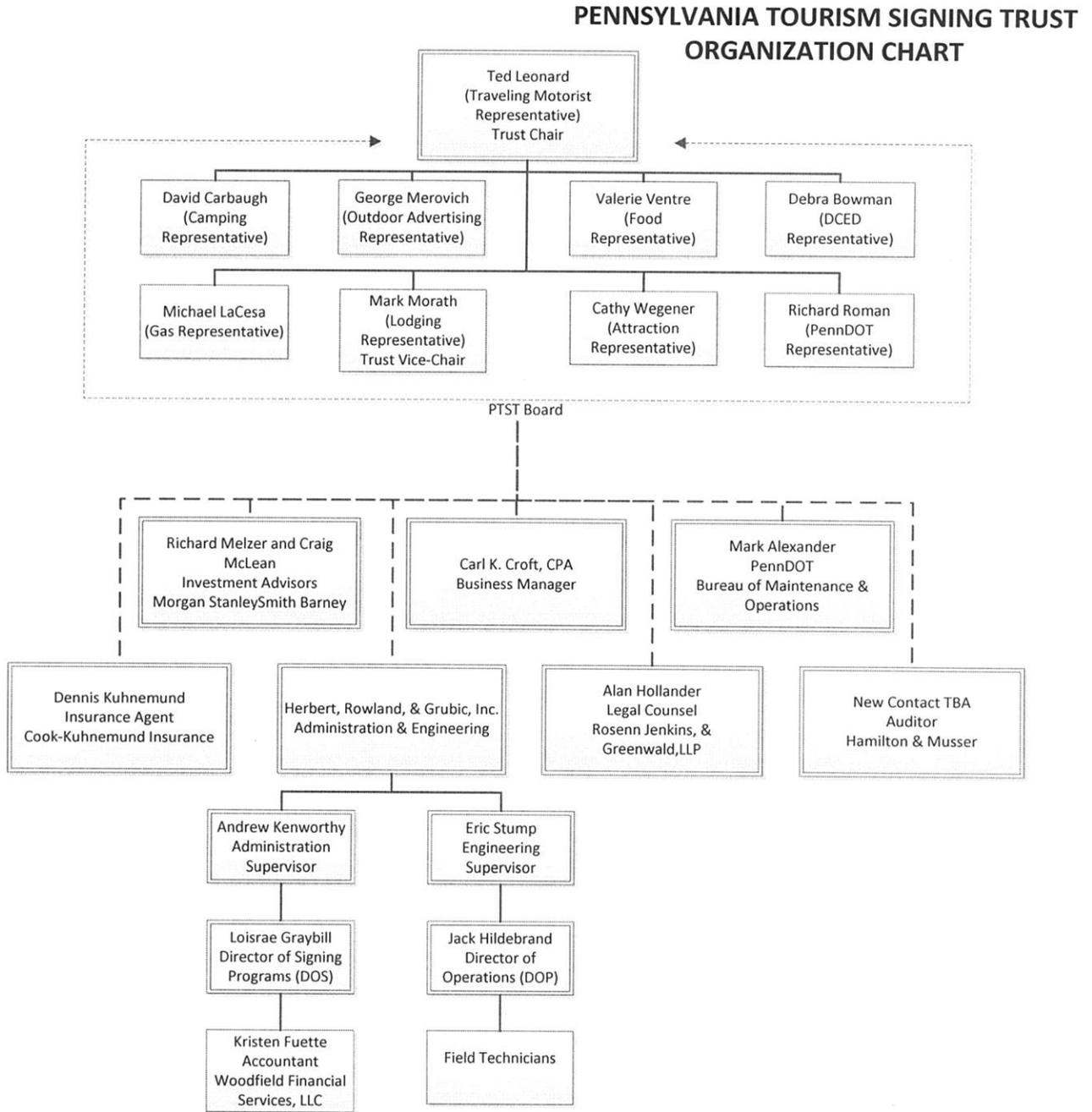
Other services that report to the Board are:

- Legal Counsel - Rosen, Jenkins, & Greenwald (contact is Alan Hollander)
- Insurance - Cook-Kuhnemund Insurance (contact is Dennis Kuhnemund)
- Auditor - Hamilton & Musser (contact TBA)
- Investment Advisors - Morgan Stanley Smith Barney (contacts are Richard Melzer and Craig McLean)

The PTST office is located at 2300 Vartan Way, Suite 240, Harrisburg, PA 17110.



Figure 1: Pennsylvania Tourism Signing Trust Organization Chart



1.2 Description of Positions

1.2.1 Director of Signing Programs (DOS)

Loisrae Graybill is responsible for all administrative duties and responsibilities. These duties and responsibilities include participant relations and customer service, handling all financial transactions, processing applications, database management, processing WOs, processing insurance claims, preparing PTST agreements, and day-to-day administrative functions. A detailed list of these services follows.

- Performs as primary contact for LOGO and TODS participants responsible for the day-to-day operations and interactions with vendors, consultants, PennDOT and participants.
- Processes LOGO and TODS applications.
- Prepares WOs for the contractor to repair/reset logo signs, remove/install logo signs, expansions, grubbing and switch-outs. (Overseen by the Business Manager for internal controls.)
- Issues participant contracts, agreements, addendums and assignment of agreements. The DOS has signing privileges for contracts, agreements, addendums, and assignment of agreements. (Overseen by the Business Manager for internal controls.)
- Invoicing of LOGO and TODS participants, all accounts payable/accounts receivable banking duties. (Overseen by the Business Manager and the accountant for internal controls.)
- Month-end and year-end financial reporting, including Fiscal Year Audit prep. (Overseen by the Business Manager for internal controls.)
- Ensures accurate up-to-date pictures are received from the contractors and are updated in the ESRI ArcGIS Database as well as the PTST Trust-Inspection Database.
- Provides Excel spreadsheets to field technicians for use in updating the Computer Aided Drafting (CAD) as-built plans.
- Coordinates PTST bi-monthly luncheon meetings, including preparation of meeting agenda.
- Coordinates PTST monthly conference calls.
- Attends meetings with contractors concerning new construction projects, etc.
- Corresponds with PennDOT, Business Manager, Trust Legal Counsel, Insurance Agent, vendors, and contractors pertaining to Trust issues.
- Maintains participant's records in both the database and QuickBooks.
- Prepares back-ups of all data.
- Prepares Annual Report.
- Provides maintenance support to website and coordinate the same with Director of Operations on engineering project related information.
- Ensures proper Certificates of Insurance are on file for contractors, consultants etc.

1.2.2 Director of Operations (DOP)

Jack Hildebrand is responsible for the engineering aspects of the program. This includes the direction of field and design personnel, as built plan preparations, compliance and retro-reflectivity studies. A detailed list of these services follows.

- Performs as the contact for questions or concerns related to engineering issues with new construction projects, and all maintenance aspects of existing signs.
- Assists Trust Chair in running the Trust bi-monthly meetings and prepares the meeting minutes.
- Supervises and provides final check of LOGO and TODS applications, field reviews, and eligibility reports.
- Prepares applicant field review memos for DOS regarding eligibility or ineligibility for signing.
- Prepares and manages the PS&E procedure for new construction projects, letting of the projects, and provides construction management services.
- Conducts meetings with construction contractors.
- Supervises design and preparation of work order plans and specifications for sign additions and sign maintenance.
- Supervises pre-final, final inspections for construction projects.
- Coordinates field technicians to perform Compliance and Reflectivity Surveys.
- Provides maintenance support for the PTST website and coordinate the same with Director of Signing Programs on administrative related information.
- Corresponds with Trust Business Manager as needed.

1.2.3 Field Technicians

Field Technicians are responsible for performing all on-site reviews for applications, serve as Resident Project Representative (RPR) and perform pre-final and final inspections of construction projects. Additionally, when directed, field technicians perform Compliance and Retro-Reflectivity Surveys. They are also responsible for updating CAD drawings.

1.2.4 Accountant

Woodfield Financial Services, LLC is subcontracted by HRG to provide accounting support services for PTST. Kristen Fuelle is the accountant for the PTST account.

1.3 Programs

1.3.1 LOGO (Specific Service Signs) Program

The LOGO Program is a traveler information service provided for motorists who travel Pennsylvania highways. The types of services that are displayed on LOGO signs provide identification and directional information to the traveling public for eligible business establishments offering services for gas, food, lodging, camping or attractions near interstate highways, and limited access freeways.

Operating under PennDOT guidelines and approval, all LOGO signs are designed, erected and maintained under PennDOT supervision, and is administered by the PTST. For the full detailed guidelines for the LOGO Program, refer to section 2.14 *LOGO Program* in the PennDOT *Publication 46(2-12) Traffic Engineering Manual* listed in section 1.4 References of this document.

To qualify, services will be open to the public regardless of race, religion, color, sex or national origin. They will have paved driveway entrances which are properly permitted by PennDOT and/or the municipality, as applicable. Exceptions to the paving requirement are made for campgrounds and attraction entrances:

- Fairgrounds
- Recreational areas
- State and national parks, forests or cemeteries
- State game lands
- Unique natural areas

Each facility will have adequate on premise signing clearly visible to approaching motorists and identifies the service location, and will satisfy the following:

Gas Criteria

- Within 1.0 mile from the end of the off ramp
- Continuous operation at least 16 hours day, seven days a week
- Provide gasoline and oil
- Free public restrooms with sinks and running water
- Public telephone

Food Criteria

- Within 2.0 miles from the end of the off ramp
- Continuous operation at least ten consecutive hours a day, six days a week
- Licensed by the Department of Agriculture
- Accessible without an admission fee
- Public restrooms with sinks and running water
- Seating for 20 people or more

Lodging Criteria

- Within 3.0 miles from the end of the off ramp
- Service availability 24 hours a day, seven days a week
- Hotel or Motel with private rooms and baths
- Public telephone
- Adequate off-street parking

Camping Criteria

- Within 5.0 miles from the end of the off ramp
- Continuous operation for at least six months a year
- Accommodations for a minimum of 20 campsites
- Attendant availability during normal working hours
- Restrooms with showers and running water
- Public telephone

Attractions Criteria

- Within 15 miles from the end of the off ramp for rural areas/five miles in urban areas
- Adequate legal parking
- Restroom facilities and drinking water
- Open a minimum of 30 days per calendar year
- Admission charge must be apparent to visitors at point of entry (if applicable)
- Public telephone



1.3.2 TODS (Tourist Oriented Directional Signs) Program

The TODS Program is a traveler information service created to guide travelers to businesses, services, and participants in which the traveling public would have reasonable interest. TODS signs provide business identification and directional information for tourist-oriented activities along non-limited access highways.

Operating under PennDOT guidelines and approval, all TODS signs are designed, erected and maintained under PennDOT supervision and is administered by the PTST. For the full detailed guidelines, categories, and qualifications for the TODS Program, refer to section 2.7 *Tourist Oriented Directional Signs (TODS) Policy* in the PennDOT Publication 46(2-12) *Traffic Engineering Manual* listed in section 1.4 References of this document.



2. Description of IT Environment

This section briefly touches on the IT environment that is currently used by PTST.

2.1 Hardware

PTST owns the following IT hardware:

- One Dell Power Edge 2900 (server) (circa 2005) running Windows Server 2003 Operating System
- Four HP Laptops (circa 2012) running Windows 7 Professional Operating System
- One Keebox router
- One Greenet Wireless N 300mbps wireless transmitter
- One QNAP backup system
- One Netgear Modem (Comcast Business Class)
- One Arris Modem (telephone)
- One Brother HL-3045CN Printer

PTST leases a Kyocera Ecosys FS-6525MFP Copy/Fax/Printer

HRG has an older Gateway E6300 Series desktop computer at PTST to run the Hasler IM280 postage meter via the internet. HRG also provides two company laptops to access the HRG Network for AutoCAD.

2.2 Software

2.2.1 Microsoft Office Professional 2010

Microsoft Office Professional 2010 is installed on all computers, offering: Microsoft Word, Excel, Access, etc.

2.2.2 Intuit QuickBooks Pro 2012

PTST uses Intuit-QuickBooks Pro 2012 as their accounting software. The participant and contractor data are kept in this data base. Per the PTST Business Manager, this software is installed only on the DOS laptop computer for security reasons. In the event of an emergency, the offsite accountant and business manager have access to login and password information.

A back-up of QuickBooks is performed nightly and weekly on a separate Universal Serial Bus (USB) flash drive and is updated monthly for the accountant and business manager. Refer to **Error! Reference source not found.** for QuickBooks Entry Instructions.

2.2.3 ESRI ArcGIS Database

PTST uses ESRI to hold all sign data. PTST owns this cloud based database, while PennDot is the administrator of the database. The ESRI Geographic Information Systems (GIS) database is accessed online by all staff. At this time, the ability to perform editing is limited to PennDOT and the DOS. The DOP and field technicians have view-only privileges. At a later date, PTST would like to grant contractors and field technicians the ability to update data from the field. All sign drawings and pictures are stored on this database.

2.2.4 Autodesk AutoCAD

AutoCAD is the drawing system used by the DOP, field technicians, designers and drafters to create the site drawings for all interchanges containing tourism signing. All of the work executed is performed on HRG laptops. AutoCAD is available only on HRG's network. PTST does not own an AutoCAD license; therefore drawings are stored as a Portable Document Format (PDF) file and saved in ESRI and on the PTST server. Refer to Appendix B for AutoCAD examples.

2.2.5 Gmail

PTST uses Gmail for its e-mail system, and cannot save e-mail correspondence to the PTST Server.

2.3 IT Infrastructure

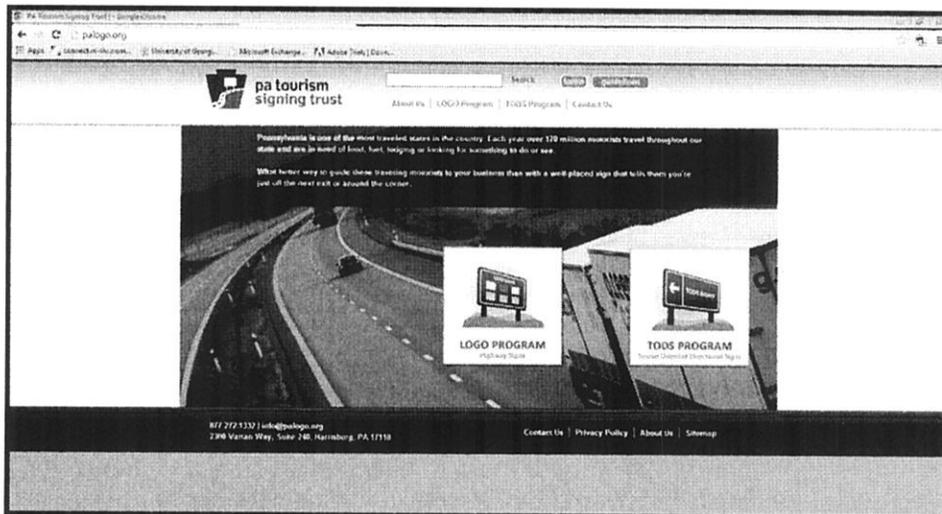
The following networks were observed as part of the PTST Current State Assessment effort. The focus of the IT infrastructure identification was on how the networks support the business processes performed by PTST and their business partners. Some systems are not interdependent or accessible to all staff members and management for data security and integrity reasons. The networks are as follows:

- QuickBooks Database - This database resides on the DOS laptop only and contains all participant information, invoicing, accounts receivable and accounts payable.
- HRG Network – This network is located at HRG and is accessed by the DOP and field technicians only. Per request of the Board of Trustees, all PTST files and data are to be kept separate from the engineering data. Therefore, the DOS does not have access to this network.
- PTST Server – This network resides in the PTST office and holds the PTST Inspection Database on the P drive. This database holds scanned applications and drawings as PDFs and photos of all signs as Joint Photographic Experts Group format (JPEG) files.

2.4 PTST Website

The current website (www.palogo.org) is very simple by design. In 2004 a new website was put in place that was intended to be flashy and interactive. There was negative feedback from participants, who are the main website users. The Board of Trustees had the website redesigned to the current version, which produced more favorable feedback from users. The ability to add all current sign photos to the website would be a nice to have, but this is on hold until the question of managing the photos to assure the most current is being displayed is resolved.

Although both the DOS and the DOP are tasked with updating the website, neither has control, but they do have limited access to make changes and updates. PTST owns the website and the uniform resource locator (URL). The design of the website was begun by Second Floor Media originally, but was completed by another company, Miles Media, which also hosted for the first year. Currently, the relationship with Miles Media is non-existent, and hosting is provided by Netrepid hosting service. The website suffered an extended period where much of the functionality was neither visible nor functioning. The cause of the malfunction is not known at this time, but the issue appears to have been resolved. Recent minor fixes and changes have been performed by Plato Design.

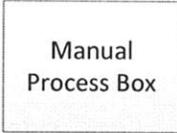
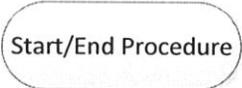
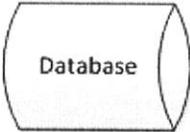
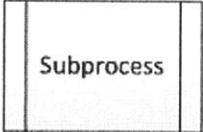


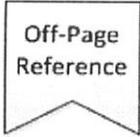
3. Current Procedures

This section of the document presents the current procedure flows for processing applications to participate in the sign programs, qualifying participants, design, construction and maintenance of signs, contracting, accounting, maintaining participant and sign databases, accounts payable, accounts receivable and PTST business.

Table 1 below provides an explanation of the notations used in each of the process flow diagrams. Process flow diagrams are followed by a narrative table that provides the opportunity to supply more information to a step.

Table 1: Notation/Description

Notation	Description
	Represents a process or action step performed by an individual
	Represents a point in the process in which the flow diverts based on certain criteria
	Represents the end of the process or one of the process flow paths
	Represents the direction in which process steps are performed
	Represents a magnetic drum memory, shows data that can be read from any random location at any time without having to read other data first
	Represents a process step or series of process flow steps that are formally defined elsewhere
	Represents a continuation of a process flow onto another page (Outgoing)

 <p>Off-Page Reference</p>	<p>Represents a continuation of a process flow from another page (Incoming)</p>
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3.1 Signing Procedures

The process flows included in this section are procedures pertaining to the central focus of PTST, providing signs to inform motorists of the most convenient businesses of interest to the traveler. The procedures are:

- Application to participate in the signing programs by eligible businesses (also referred to as participants).
- Qualifying eligibility.
- Assigning a participant a space on a sign by:
 - Placing on an existing space.
 - Expanding an existing sign to provide room for another logo.
 - Constructing a new sign for added capacity.
 - Eliminating an existing participant that is not as close (bumping) to make room for a participant that is more convenient.
- Obtaining authorizations and approval of:
 - Signs.
 - Work orders to:
 - Maintain signs.
 - Repair or replace damaged signs.
- Participant agreement changes.
- Participant logo changes.
- Insurance claims.
- Enter and maintain the sign information data.

3.1.1 New Applicant

In Figure 2, the procedure for processing a potential participant application is covered.

- Off-page references H and G which lead to and return from Figure 3 the Engineering Qualifying Procedure (pg. 22).
- Off-page reference A leads to Figure 5, the Existing or Expansion Procedure (pg. 27).
- Off-page reference B leads to Figure 7, the Final Space Procedure (pg. 31).
- Off-page reference C leads to Figure 9, the New Construction Procedure (pg. 35).
- Off-page reference D leads to Figure 11, the Bumping Procedure (pg.47).

Figure 2: New Applicant Procedure

PROCEDURE FOR NEW APPLICANT

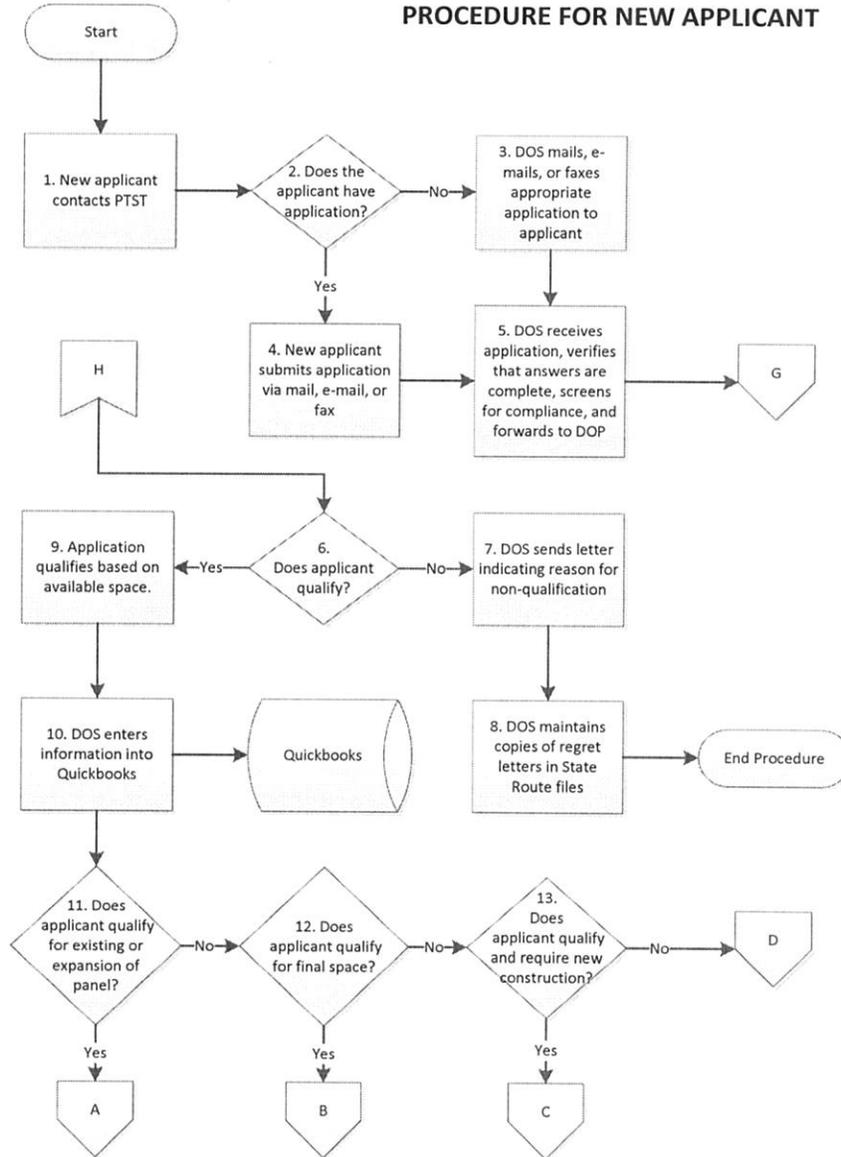


Table 2: New Applicant Procedure

New Applicant Procedure		
Step	Workflow	Narrative
1	New applicant contacts PTST	New applicant contacts PTST
2	Does the applicant have the application?	Does the applicant have the application? If yes, the procedure continues with step 4 If no, the procedure continues with step 3
3	DOS mails, e-mails or faxes appropriate application to applicant	DOS mails, e-mails or faxes appropriate application to applicant (Types of applications = Attraction, Camping, Food, Gas, Lodging)
4	New applicant submits application via mail, e-mails or fax	New applicant submits application via mail, e-mails or fax
5	DOS receives application, verifies that answers are complete, screens for compliance and forwards to DOP	DOS receives application, verifies that answers are complete, screens for compliance and forwards to DOP Follow off-page reference G (Engineering Qualifying Procedure –pg. 22)
6	Does applicant qualify?	The procedure restarts from off-page reference H (Engineering Qualifying Procedure –pg. 22) Does applicant qualify? If yes, the procedure continues with step 9 if no, the procedure continues with step 7
7	DOS sends letter indicating reason for non-qualification	DOS sends letter indicating reason for non-qualification
8	DOS maintains copies of regret letters in State Route files	DOS maintains copies of regret letters in State Route files The procedure ends
9	Application qualifies based on available space	Application qualifies based on available space
10	DOS enters information into QuickBooks	DOS enters information into QuickBooks

New Applicant Procedure		
Step	Workflow	Narrative
11	Does applicant qualify for existing or expansion of panel?	Does applicant qualify for existing or expansion of panel? If yes, follow off-page reference A (Existing or Expansion Procedure –pg. 27) If no, the procedure continues with step 12
12	Does applicant qualify for Final Space?	Does applicant qualify for Final Space? If yes, follow off-page reference B (Final Space Procedure –pg. 31) If no, the procedure continues with step 13
13	Does applicant qualify or require new construction?	Does applicant qualify or require new construction? If yes, follow off-page reference C (New Construction Procedure –pg. 35) If no, follow off-page reference D (Bumping Procedure –pg. 47)

3.1.2 Engineering Qualifying

Figure 3 details the engineering work necessary to determine if a potential applicant is eligible for a signing program and, if so, which procedure will get the participant's logo posted to the advantage of the motoring public. The DOP files a report with the results and recommendations. Refer to Appendix for an example of a PTST Eligibility Review Report.

- Off-page reference G comes in from Figure 2 Procedure for New Applicant (pg. 19).
- Off-page reference H continues back to Figure 2 Procedure for New Applicant (pg. 19).

Figure 3: Engineering Qualifying Procedure

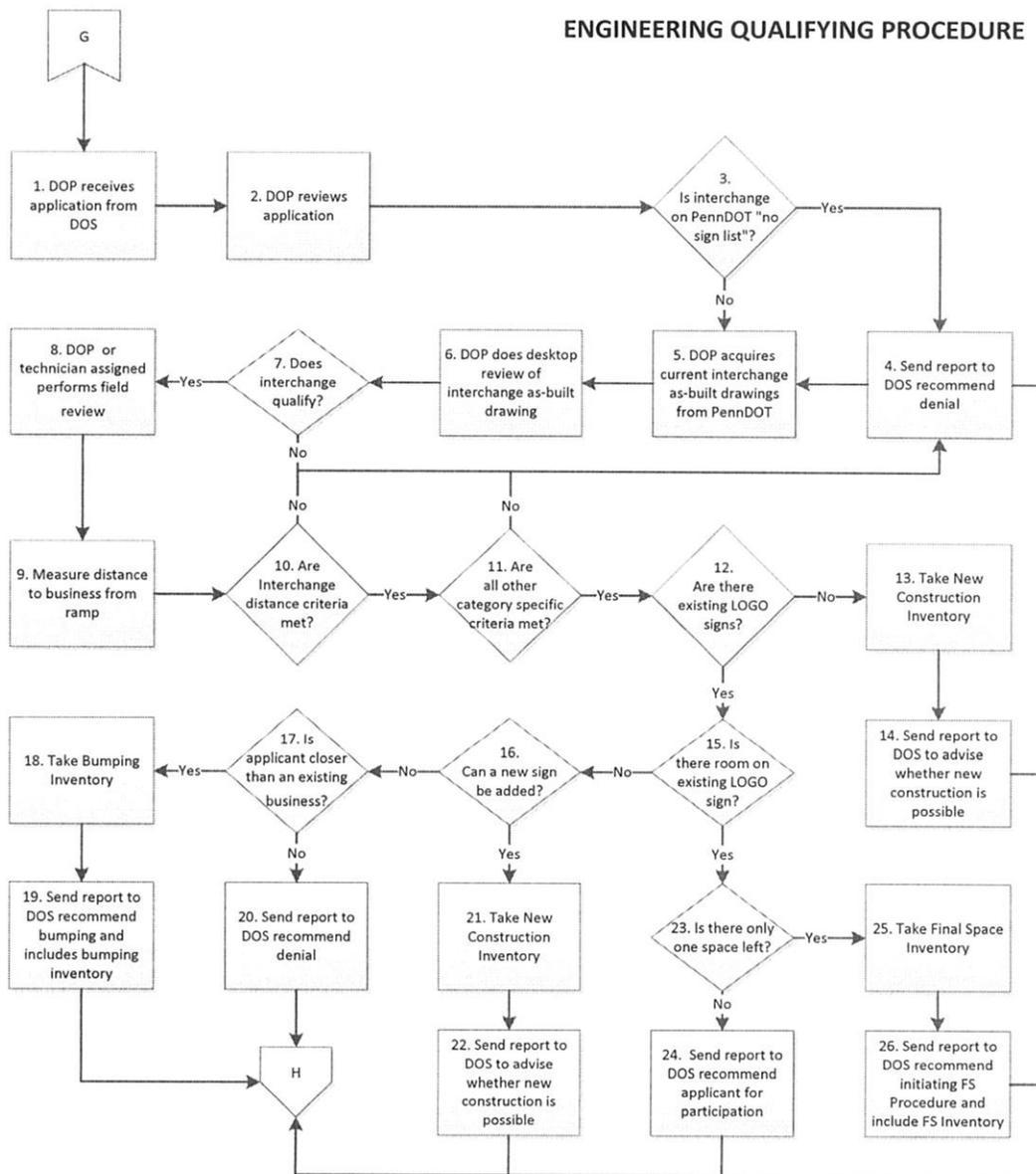


Table 3: Engineering Qualifying Procedure

Engineering Qualifying Procedure		
Step	Workflow	Narrative
1	DOP receives application from DOS	The procedure starts at off-page reference G (New Applicant Procedure –pg. 19) DOP receives application from DOS
2	DOP reviews application	DOP reviews application
3	Is interchange on PennDOT “no sign list?”	Is interchange on PennDOT “no sign list?” If yes, the procedure continues with step 4 If no, the procedure continues with step 5
4	Send reports to DOS recommend denial	Send reports to DOS to recommend denial After step 4 is completed, follow off-page reference H (New Applicant Procedure –pg. 19)
5	DOP acquires current interchange as-built drawings from PennDOT	DOP acquires current interchange as-built drawings from PennDOT
6	DOP does desktop review of the interchange as-built drawing	DOP does desktop review of the interchange as-built drawing
7	Does intersection qualify?	Does intersection qualify? If yes, the procedure continues with step 8 If no, the procedure continues with step 4
8	DOP or technician assigned performs field review	DOP or technician assigned performs field review
9	Measure distance to business from ramp	Measure distance to business from ramp
10	Are interchange distance criteria met?	Are interchange distance criteria met? If yes, the procedure continues with step 11 If no, the procedure continues with 4
11	Are all other category specific criteria met?	Are all other category specific criteria met? If yes, the procedure continues with step 12 If no, the procedure continues with step 4

Engineering Qualifying Procedure		
Step	Workflow	Narrative
12	Are there existing LOGO signs?	Are there existing LOGO signs? If yes, the procedure continues with step 15 If no, the procedure continues with step 13
13	Take New Construction Inventory	Take New Construction Inventory
14	Send report to DOS to advise whether new construction is possible	Send report to DOS to advise whether new construction is possible. DOP contacts PennDOT to verify intersection qualifies on their end. After step 14 is completed, follow off-page reference H (New Applicant Procedure -pg. 19)
15	Is there room on existing LOGO sign?	Is there room on existing LOGO sign? If yes, the procedure continues with step 23 If no, the procedure continues with step 16
16	Can a new sign be added?	Can a new sign be added? If yes, the procedure continues with step 21 If no, the procedure continues with step 17
17	Is applicant closer than an existing business?	Is applicant closer than an existing business? If yes, the procedure continues with step 18 If no, the procedure continues with step 20
18	Take Bumping Inventory	Take Bumping Inventory
19	Send report to DOS recommend bumping and includes bumping inventory	Send report to DOS recommend bumping and includes bumping inventory After step 19 is completed, follow off-page reference H (New Applicant Procedure –pg.19)
20	Send report to DOS recommend denial	Send report to DOS recommend denial After step 20 is completed, follow off-page reference H (New Applicant Procedure –pg. 19)
21	Take New Construction Inventory	Take New Construction Inventory

Engineering Qualifying Procedure		
Step	Workflow	Narrative
22	Send report to DOS to advise whether new construction is possible	Send report to DOS to advise whether new construction is possible. DOP contacts PennDOT to verify intersection qualifies on their end. After step 22 is completed, follow off-page reference H (New Applicant Procedure –pg. 19)
23	Is there only one space left?	Is there only one space left? If yes, the procedure continues with step 25 If no, the procedure continues with step 24
24	Send report to DOS recommend applicant for participation	Send report to DOS recommend applicant for participation After step 24 is completed, follow off-page reference H (New Applicant Procedure –pg. 19)
25	Take Final Space Inventory	Take Final Space Inventory
26	Send report to DOS recommend initiating FS Procedure and include FS Inventory	Send report to DOS recommend initiating FS Procedure and include FS Inventory After step 26 is completed, follow off-page reference H (New Applicant Procedure –pg. 19)

3.1.3 Existing or Expansion of Panel

Figure 5 outlines the procedures for adding a logo to an existing sign panel or expanding an existing panel. Each sign panel has a maximum of six logos per panel. Signs originally constructed with space for two or four logos can be expanded without creating the need to construct a new sign, which must go through the procurement procedures. Adding or expanding can be done under a WO (Project 10) to avoid the time and expense to put the effort out for bid. Figure 4 shows an example of an existing sign with room available for adding one more logo or expansion by adding an additional panel.

- Off-page reference A comes in from Figure 2 Procedure for New Applicant (pg. 19).
- Off-page reference E comes in from Figure 7 Final Space Procedure (pg. 31).
- Off-page reference F comes in from Figure 7 Final Space Procedure (pg. 31).
- Off-page reference S comes in from Figure 11 Bumping Procedure (pg. 47).
- Off-page reference U goes to Figure 14 Work Order Procedure (pg. 56).

Figure 4: Example of Existing or Expansion Sign



Figure 5: Existing or Expansion Procedure

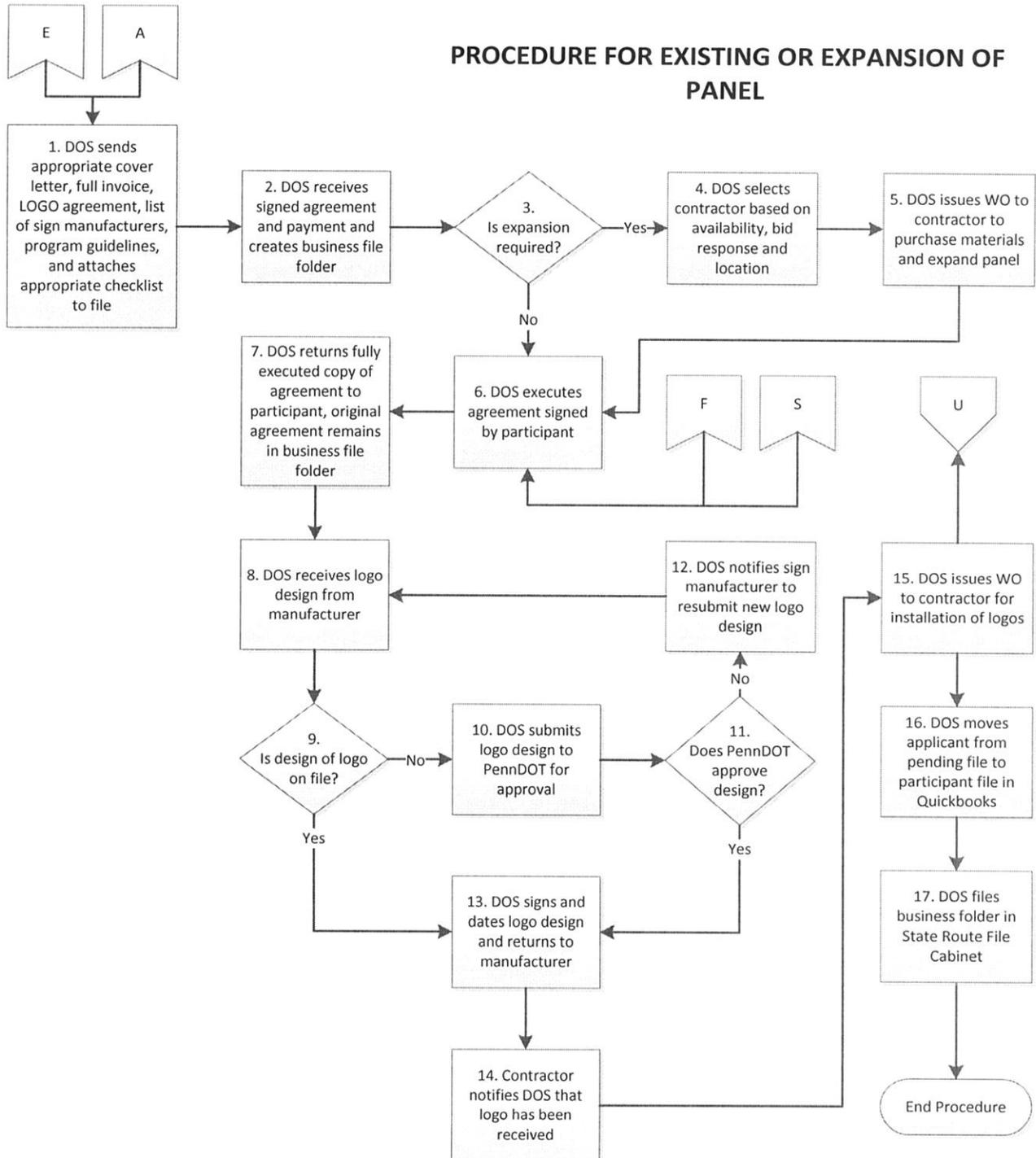


Table 4: Existing or Expansion of Panel Procedure

Existing or Expansion of Panel Procedure		
Step	Workflow	Narrative
1	DOS sends appropriate cover letter, full invoice, LOGO agreement, list of sign manufactures, program guidelines and attaches appropriate checklist to file	<p>The procedure starts at off-page reference A (New Applicant Procedure) or E (Final Space)</p> <p>DOS sends appropriate cover letter (Project 10 Acceptance Letter, Project 10 Acceptance Expansion Letter, Only Business Eligible to Bump Letter, or Only Business Eligible for Final Space Letter), full invoice (QuickBooks invoice), LOGO agreement, list of sign manufactures, program guidelines and attaches appropriate checklist (New Participant Checklist, Final Space Checklist or Bumping Checklist) to file</p>
2	DOS receives signed agreement and payment and creates business file folder	DOS receives signed agreement and payment and creates business file folder
3	Is expansion required?	<p>Is expansion required?</p> <p>If yes, the procedure continues with step 4 If no, the procedure continues with step 6</p>
4	DOS selects contractor based on availability, bid response and location	DOS selects contractor based on availability, bid response and location
5	DOS issues WO to contractor to purchase materials and expand panel	DOS issues WO to contractor to purchase materials and expand panel
6	DOS executes agreement signed by participant	DOS executes agreement signed by participant
7	DOS returns fully executed copy of agreement to participant, original agreement remains in business file folder	DOS returns fully executed copy of agreement to participant and original agreement remains in business file folder
8	DOS receives logo design from manufacturer	DOS receives logo design from manufacturer
9	Is design of logo on file?	<p>Is design of logo on file?</p> <p>If yes, the procedure continues with step 13 If no, the procedure continues with step 10</p>

Existing or Expansion of Panel Procedure		
Step	Workflow	Narrative
10	DOS submits logo design to PennDOT for approval	DOS submits logo design to PennDOT for approval
11	Does PennDOT approve design?	Does PennDOT approve design? If yes, the procedure continues with step 13 If no, the procedure continues with step 12
12	DOS notifies sign manufacturer to resubmit new logo design	DOS notifies sign manufacturer to resubmit new logo design After step 12 is completed, the procedure restarts at step 8
13	DOS signs and dates logo design and returns to manufacturer	DOS signs and dates logo design and returns to manufacturer
14	Contractor notifies DOS that logo has been received	Contractor notifies DOS that logo has been received
15	DOS issues WO to contractor for installation of logos	DOS issues WO to contractor for installation of logos. In addition to moving to next step (17), also proceed to off-page reference U (Work Order Procedure –pg.56)
16	DOS moves applicant from pending file to participant file in the QuickBooks	DOS moves applicant from pending file to participant file in the QuickBooks
17	DOS files business folder in State Route file cabinet	DOS files business folder in State Route file cabinet The procedure ends

3.1.4 Final Space

Figure 7 outlines the procedure taken when an applicant qualifies to become a participant, and there is only one space available. In this event, an inventory of all potentially eligible businesses, taken in Figure 3 Engineering Qualifying Process, triggers this procedure to determine which business gets the final space. Figure 6 is an example of a final space, assuming that there are already four LOGO signs at the exit, the sign cannot be expanded and there is only room for one more logo.

This procedure can result in an appeal in the Administrative Appeal Process outside of PTST, which only impacts the procedure if there is a decision to award the final space differently. In this event, PTST abides by the court order in awarding the space.

- Off-page reference B comes in from Figure 2 Procedure for New Applicant (pg. 19).
- Off-page references E and F go to Figure 5 Procedure for Existing or Expansion of Panel (pg. 27).

Figure 6: Example of Final Space Sign



Figure 7: Final Space Procedure

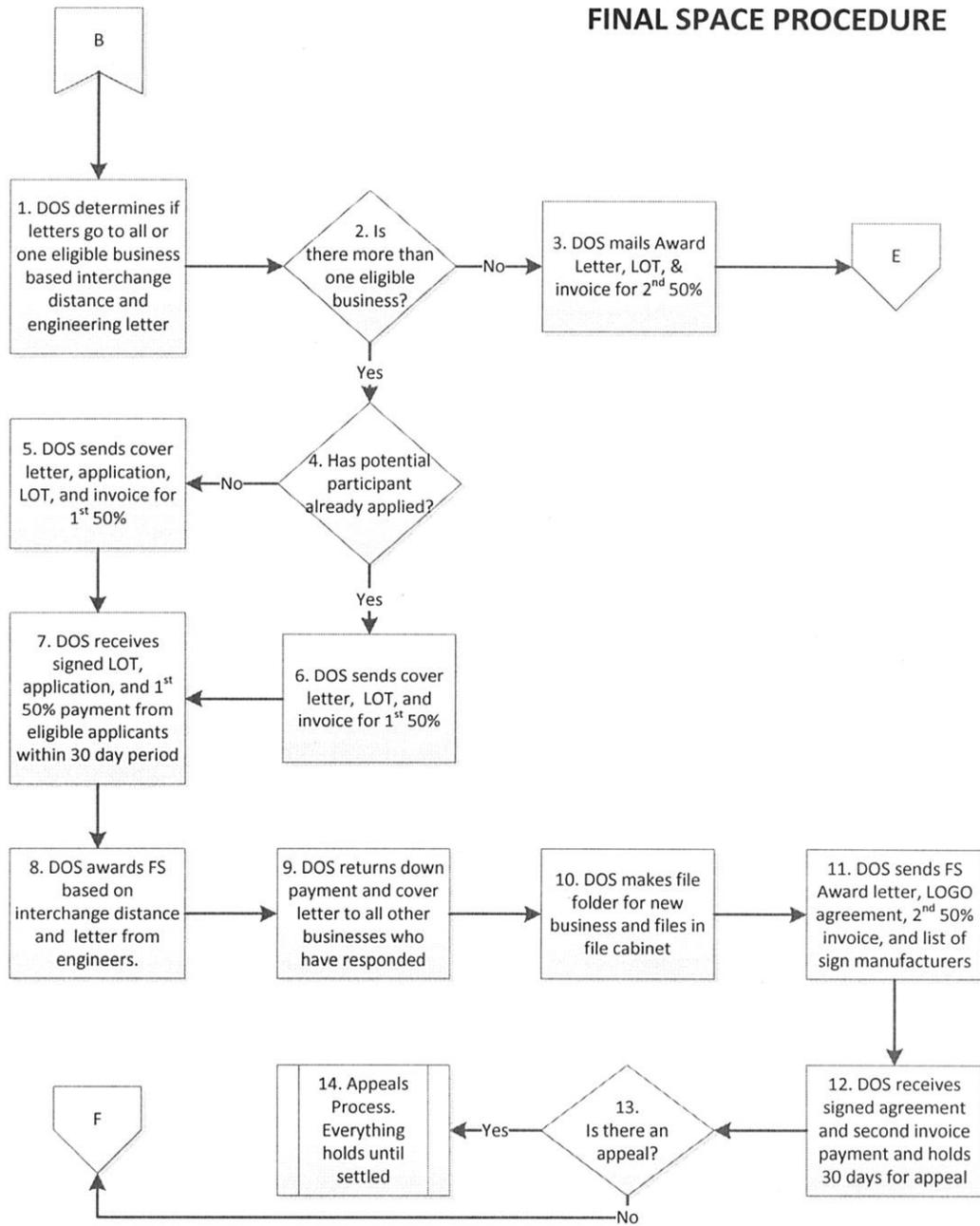


Table 5: Final Space Procedure

Final Space Procedure		
Step	Workflow	Narrative
1	DOS determines if letters go to all or one eligible business based on interchange distance and engineering letter	The procedure starts at off-page reference B (New Applicant Procedure –pg. 19) DOS determines if letters go to all or one eligible business based on interchange distance and engineering letter
2	Is there more than one eligible business?	Is there more than one eligible business? If yes, the procedure continues with step 4 If no, the procedure continues with step 3
3	DOS mails FS Award Letter, LOT, & full invoice	DOS mails FS Award Letter, LOT, & full invoice After step 3 is completed, follow off-page reference E (Existing or Expansion Procedure – pg. 27)
4	Has potential participant already applied?	Has potential participant already applied? If yes, the procedure continues with step 6 If no, the procedure continues with step 5
5	DOS sends cover letter, application, LOT, and invoice for 1 st 50%	DOS sends cover letter, application, LOT, and invoice for first 50 percent After step 5 is completed, the procedure goes to step 7
6	DOS sends cover letter, LOT, invoice for 1 st 50%	DOS sends cover letter, LOT, invoice for first 50 percent
7	DOS receives signed LOT, application and 1 st 50% payment from eligible applicants within 30 day period	DOS receives signed LOT, completed application (if new participant) and first 50 percent payment from eligible applicants within 30 day period
8	DOS awards FS based on interchange distance and letter from engineers	DOS awards FS based on interchange distance and letter from engineers
9	DOS returns down payment and cover letter to all other businesses who have responded	DOS returns down payment and cover letter (Final Space Regret Letter) to all other businesses who have responded
10	DOS makes file folder for new business and files in file cabinet	DOS makes file folder for new business and files in file cabinet

Final Space Procedure		
Step	Workflow	Narrative
11	DOS sends FS Award Letter, LOGO agreement, 2 nd 50% invoice, and list of sign manufacturers	DOS sends FS Award letter, LOGO agreement, second 50 percent invoice, and list of sign manufacturers
12	DOS receives signed agreement and second invoice payment and holds 30 days for appeal	DOS receives signed agreement and second invoice payment and holds 30 days for appeal
13	Is there an appeal?	Is there an appeal? If yes, the procedure continues with step 14 If no, follow off-page reference F (Existing or Expansion Procedure –pg. 27)
14	Appeals process. Everything holds until settled.	Appeals Process. Everything is on hold until the appeal is settled.

3.1.5 New Construction

PTST constructs new signs when there are no existing signs or there is no more space on an existing sign, providing there is sufficient space to place a sign at the interchange and the limit of total signs is not surpassed. This procedure is new and has been called "Project 100". The intent of Project 100 is to have new signs constructed faster to better serve the public and participants. Instead of putting new participants on hold until a larger grouping of new signs can be put together into one bid, Project 100 will seek to get signs constructed faster by reducing the hold time and bidding the work in smaller numbers as new signs become necessary.

Figure 8 shows new sign construction. Figure 9 outlines the procedure to construct a new sign.

- Off-page reference C comes in from Figure 2 Procedure for New Applicant (pg. 19).
- Off-page reference P leads to Figure 10 Plan Specification & Estimate Procedure (pg. 44).
- Off-page reference Q returns from Figure 10 Plan Specification & Estimate Procedure (pg. 44).
- Off-page reference O leads to the second page of Figure 9 New Construction Procedure (pg. 36).

Figure 8: Example of New Construction

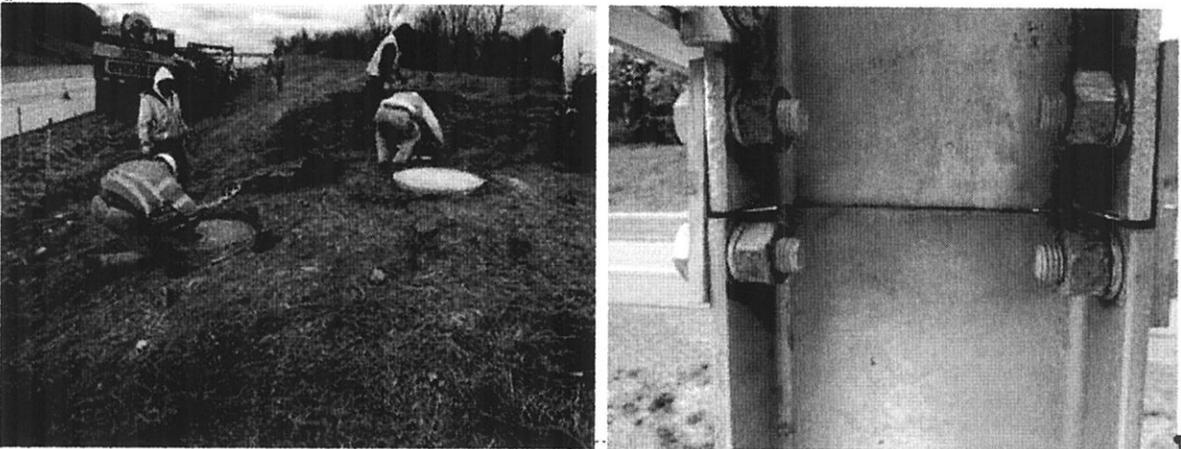
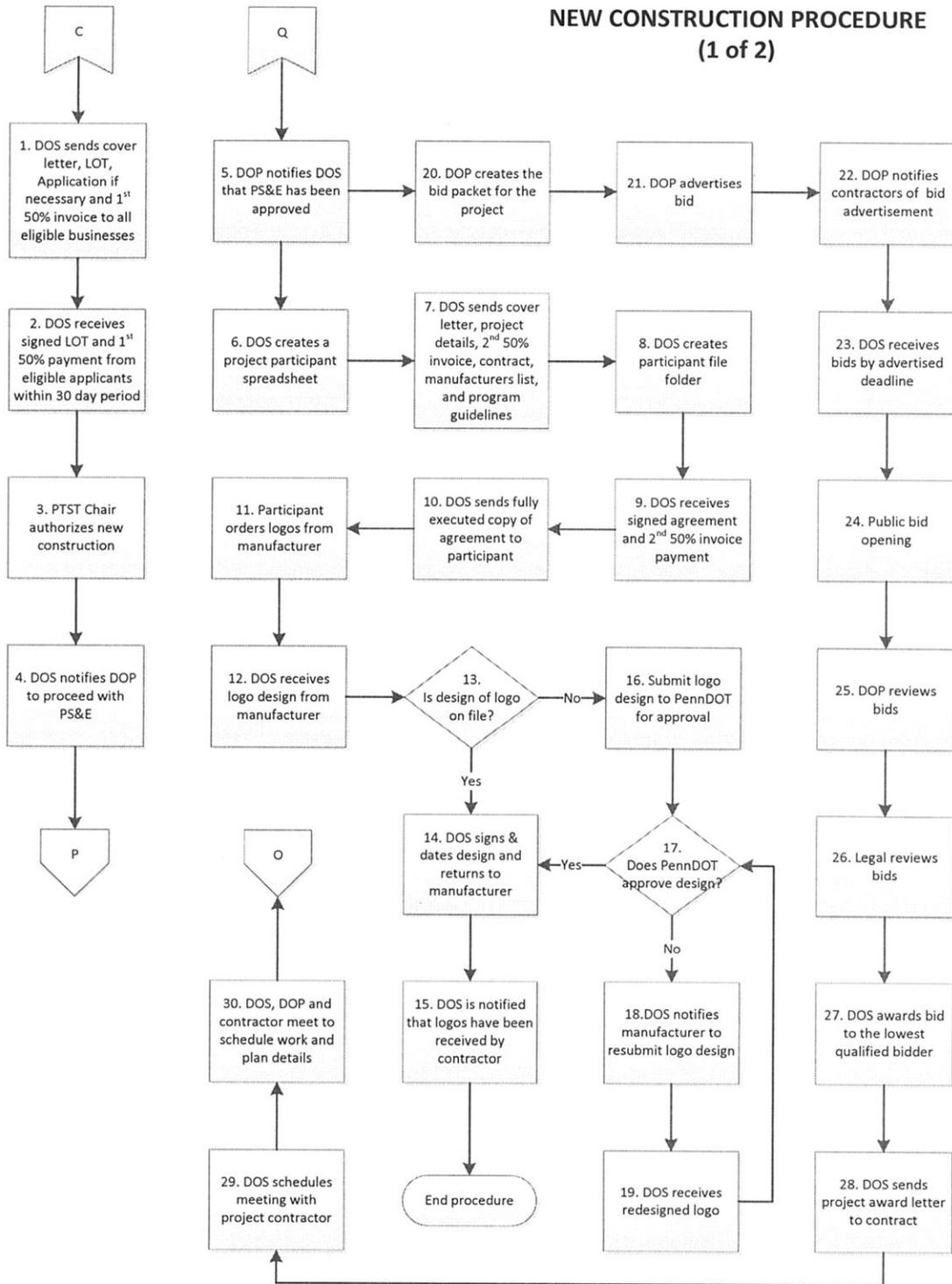


Figure 9: New Construction Procedure

NEW CONSTRUCTION PROCEDURE (1 of 2)



NEW CONSTRUCTION PROCEDURE (2 of 2)

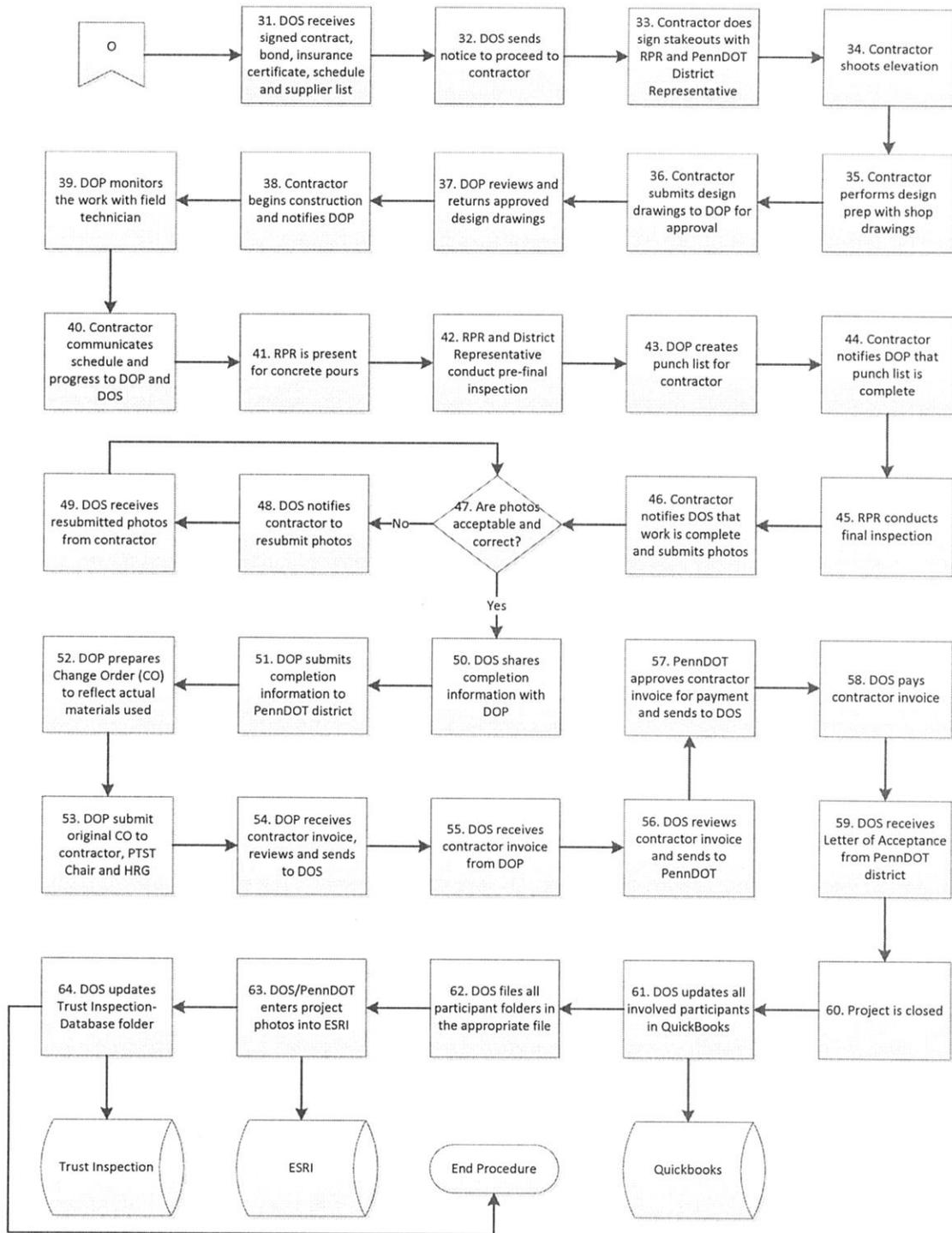


Table 6: New Construction Procedure

New Construction Procedure		
Step	Workflow	Narrative
1	DOS sends a cover letter, LOT, application if necessary and the 1 st 50% invoice to all eligible businesses	The procedure starts with off-page reference C (New Applicant Procedure –pg. 19) DOS sends a cover letter (Inventory Letter), LOT, application if necessary and the first 50 percent invoice to all eligible businesses. Start project checklist and attach to file.
2	DOS receives signed LOT and 1 st 50% payment from eligible applicants within 30 day period	DOS receives signed LOT and first 50 percent payment from eligible applicants within 30 day period
3	PTST chair authorizes new construction	PTST chair authorizes new construction
4	DOS notifies DOP to proceed with PS&E	DOS notifies DOP to proceed with PS&E After step 4 is completed, follow off-page reference P (Plan Specification and Estimate Procedure –pg. 44)
5	DOP notifies DOS that PS&E has been approved	Step 5 starts with off-page reference Q (Plan Specification and Estimate Procedure –pg. 44) DOP notifies DOS that PS&E has been approved
6	DOS creates a project participant spreadsheet	DOS creates a project participant spreadsheet
7	DOS sends cover letter, project details, 2 nd 50% invoice, contract, manufacturers list, and program guidelines	DOS sends cover letter, project details, second 50 percent invoice, contract, manufacturers list, and program guidelines
8	DOS creates participant folder	DOS creates participant folder
9	DOS receives signed agreement and 2 nd 50% invoice payment	DOS receives signed agreement and second 50 percent invoice payment
10	DOS sends fully executed copy of agreement to participant	DOS sends fully executed copy of agreement to participant

New Construction Procedure		
Step	Workflow	Narrative
11	Participant orders logos from manufacturer	Participant orders logos from manufacturer
12	DOS receives logo design from manufacturer	DOS receives logo design from manufacturer
13	Is design of logo on file?	Is design of logo on file? If yes, the procedure continues with step 14 If no, the procedure continues with step 16
14	DOS signs & dates design and returns to manufacturer	DOS signs and dates design and returns to manufacturer
15	DOS is notified that logos have been received by contractor	DOS is notified that logos have been received by contractor The procedure ends
16	Submit logo design to PennDOT for approval	Submit logo design to PennDOT for approval
17	Does PennDOT approve design?	Does PennDOT approve design? If yes, the procedure continues with step 14 If no, the procedure continues with step 18
18	DOS notifies manufacturer to resubmit logo design	DOS notifies manufacturer to resubmit logo design
19	DOS receives redesigned logo	DOS receives redesigned logo After step 19 is completed, the procedure continues with step 17

New Construction Procedure		
Step	Workflow	Narrative
20	DOP creates the bid packet for the project	<p>DOP creates the bid packet for the project</p> <p>Bid packets includes an Advertisement For Bids with a brief overview of the project and instructions for bid submission. A bid form is provided to be returned with bid. Packet also includes:</p> <ul style="list-style-type: none"> • Bid instructions • Special provisions • Standard special provisions • List of drawings • Attachment list • Schedule of prices • Bidders understanding of conditions applicable to proposal • Bidder certification of prequalification classification and work capacity • Statement of joint venture participation • Signature page(s) • Bid proposal guaranty bond • Affirmative action certification • Anti-collusion affidavit • Anti-collusion statement • List of forest or lumber products used • Form of agreement • Special provisions descriptions • Construction performance bond • Construction payment bond • Prevailing wages project rates (for each county involved) • Traffic control plan drawings • Act 229 guidelines and policy statement • Duties, responsibilities, and limitations of the RPR
21	DOP advertises bid	DOP advertises bid
22	DOP notifies contractors of bid advertisement	DOP notifies contractors of bid advertisement
23	DOS receives bids by advertised deadline	DOS receives bids by advertised deadline

New Construction Procedure		
Step	Workflow	Narrative
24	Public bid opening	Public bid opening
25	DOP reviews bids	DOP reviews bids
26	Legal reviews bids	Legal reviews bids
27	DOS awards bid to the lowest qualified bidder	DOS awards bid to the lowest qualified bidder
28	DOS sends project award letter to contractor	DOS sends project award letter to contractor
29	DOS schedules meeting with project contractor	DOS schedules meeting with project contractor
30	DOS, DOP and contractor meet to schedule work and plan details	DOS, DOP and contractor meet to schedule work and plan details After step 30 is completed, follow off-page reference O (New Construction Procedure 2 of 2 -pg. 36)
31	DOS receives signed contract, bond, insurance certificate, schedule and supplier list	DOS receives signed contract, bond, insurance certificate, schedule and supplier list
32	DOS sends notice to proceed to contractor	DOS sends notice to proceed to contractor
33	Contractor does sign stakeouts with PRP and PennDOT District Representative	Contractor does sign stakeouts with PRP and PennDOT District Representative
34	Contractor shoots elevation	Contractor shoots elevation

New Construction Procedure		
Step	Workflow	Narrative
35	Contractor performs design prep with shop drawings	Contractor performs design prep with shop drawings
36	Contractor submits design drawings to DOP for approval	Contractor submits design drawings to DOP for approval
37	DOP reviews and returns approved design drawings	DOP reviews and returns approved design drawings
38	Contractor begins construction and notifies DOP	Contractor begins construction and notifies DOP
39	DOP monitors the work with field technician	DOP monitors the work with field technician
40	Contractor communicates schedule and progress to DOP and DOS	Contractor communicates schedule and progress to DOP and DOS
41	RPR is present for concrete pours	RPR is present for concrete pours
42	RPR & District Representative conduct pre-final inspection	RPR and District Representative conduct pre-final inspection
43	DOP creates punch list for contractor	DOP creates punch list for contractor
44	Contractor notifies DOP that punch list is complete	Contractor notifies DOP that punch list is complete
45	Contractor submits photos, GPS coordinates and material certifications	Contractor submits photos, GPS coordinates and material certifications

New Construction Procedure		
Step	Workflow	Narrative
46	RPR conducts final inspection	RPR conducts final inspection
47	Are photos acceptable and correct?	Are photos acceptable and correct? If yes, the procedure continues with step 50 If no, the procedure continues with step 48
48	DOS notifies contractor to resubmit photos	DOS notifies contractor to resubmit photos
49	DOS receives resubmitted photos from contractor	DOS receives resubmitted photos from contractor
50	DOS shares completion information with DOP	DOS shares completion information with DOP
51	DOP submits completion information to PennDOT district	DOP submits completion information to PennDOT district
52	DOP prepares Change Order (CO) to reflect actual materials used	DOP prepares Change Order (CO) to reflect actual materials used
53	DOP submit original CO to contractor, PTST Chair and HRG	DOP submit original CO to contractor, PTST Chair and HRG
54	DOP receives contractor invoice, reviews and sends to DOS	DOP receives contractor invoice, reviews and sends to DOS
55	DOS receives contractor invoice from DOP	DOS receives contractor invoice from DOP
56	DOS reviews contractor invoice and sends to PennDOT	DOS reviews contractor invoice and sends to PennDOT

New Construction Procedure		
Step	Workflow	Narrative
57	PennDOT approves contractor invoice for payment and sends to DOS	PennDOT approves contractor invoice for payment and sends to DOS
58	DOS pays contractor invoice	DOS pays contractor invoice
59	DOS receives Letter of Acceptance from PennDOT district	DOS receives Letter of Acceptance from PennDOT district
60	Project is closed	Project is closed
61	DOS updates all involved participants in QuickBooks	DOS updates all involved participants in QuickBooks
62	DOS files all participant folders in the appropriate file	DOS files all participant folders in the appropriate file
63	DOS/PennDOT enters project photos in ESRI	DOS/PennDOT enters project photos in ESRI
64	DOS updates Trust-Inspection Database folder	DOS updates Trust-Inspection Database folder The procedure ends

3.1.6 Plan Specification & Estimate (PS&E)

The PS&E is created by engineering under the supervision of the DOP. Figure 10 outlines the procedure to create the PS&E including CAD drawings of the design and plans, specifications, and estimates of materials including the review and approval of the completed PS&E.

- Off-page reference P comes in from Figure 9 New Construction Procedure (pg. 35).
- Off-page reference Q returns from Figure 9 New Construction Procedure (pg. 35).

Figure 10: Plan Specification & Estimate Procedure

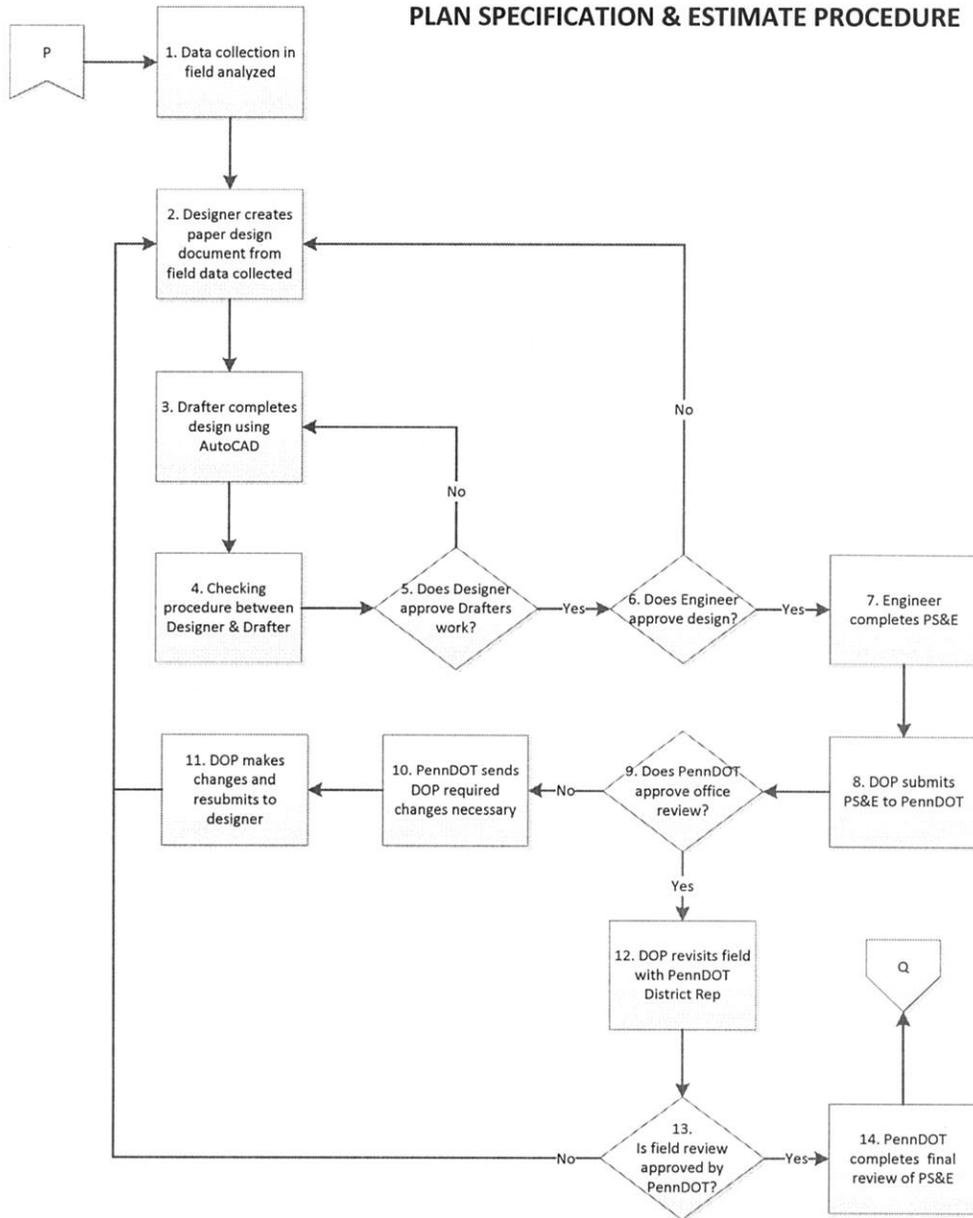


Table 7: PS&E Procedure

PS&E Procedure		
Step	Workflow	Narrative
1	Data collection in field analyzed	The procedure starts at off-page reference P (New Construction Procedure 1 of 1 –pg. 35) Data collection in field analyzed
2	Designer creates paper design document from field data collected	Designer creates paper design document from field data collected
3	Drafter completes design using AutoCAD	Drafter completes design using AutoCAD
4	Checking procedure between Designer & Drafter	Checking procedure between Designer & Drafter
5	Does Designer approve Drafter's work?	Does Designer approve Drafter's work? If yes, the procedure continues with step 6 If no, the procedure continues with step 3
6	Does Engineer approve design?	Does Engineer approve design? If yes, the procedure continues with step 7 If no, the procedure continues with step 2
7	Engineer completes PS&E	Engineer completes PS&E
8	DOP submits PS&E to PennDOT	DOP submits PS&E to PennDOT
9	Does PennDOT approve office review?	Does PennDOT approve office review? If yes, the procedure continues with step 12 If no, the procedure continues with step 10
10	PennDOT sends DOP required changes necessary	PennDOT sends DOP required changes necessary
11	DOP makes changes and resubmits to designer	DOP makes changes and resubmits to designer After step 11 is completed, the procedure continues with step 2

PS&E Procedure		
Step	Workflow	Narrative
12	DOP revisits field with PennDOT District Rep	DOP revisits field with PennDOT District Rep
13	Is field review approved by PennDOT?	Is field review approved by PennDOT? If yes, the procedure continues with step 14 If no, the procedure continues with step 2
14	PennDOT completes final review of PS&E	PennDOT completes final review of PS&E After step 14 is completed, follow off-page reference Q (New Construction Procedure 1 of 1 -pg. 35)

3.1.7 Bumping

When PTST receives an application to participate in the LOGO Program and there is no capacity for adding another logo to a sign, a “bumping” procedure is possible if the furthest current participant in a category has been in the LOGO Program for more than five years. If bumping is recommended by the DOP after the procedure in Figure 3 Engineering Qualifying Procedure, the DOS begins the procedure in Figure 2 Procedure for New Applicant and the process continues with Figure 11 Bumping Procedure (below).

- Off-page reference D comes from Figure 2 Procedure for New Applicant (pg. 19).
- Off-page reference S continues the process in Figure 5 Procedure for Existing or Expansion of Panel (pg. 27).

Figure 11: Bumping Procedure

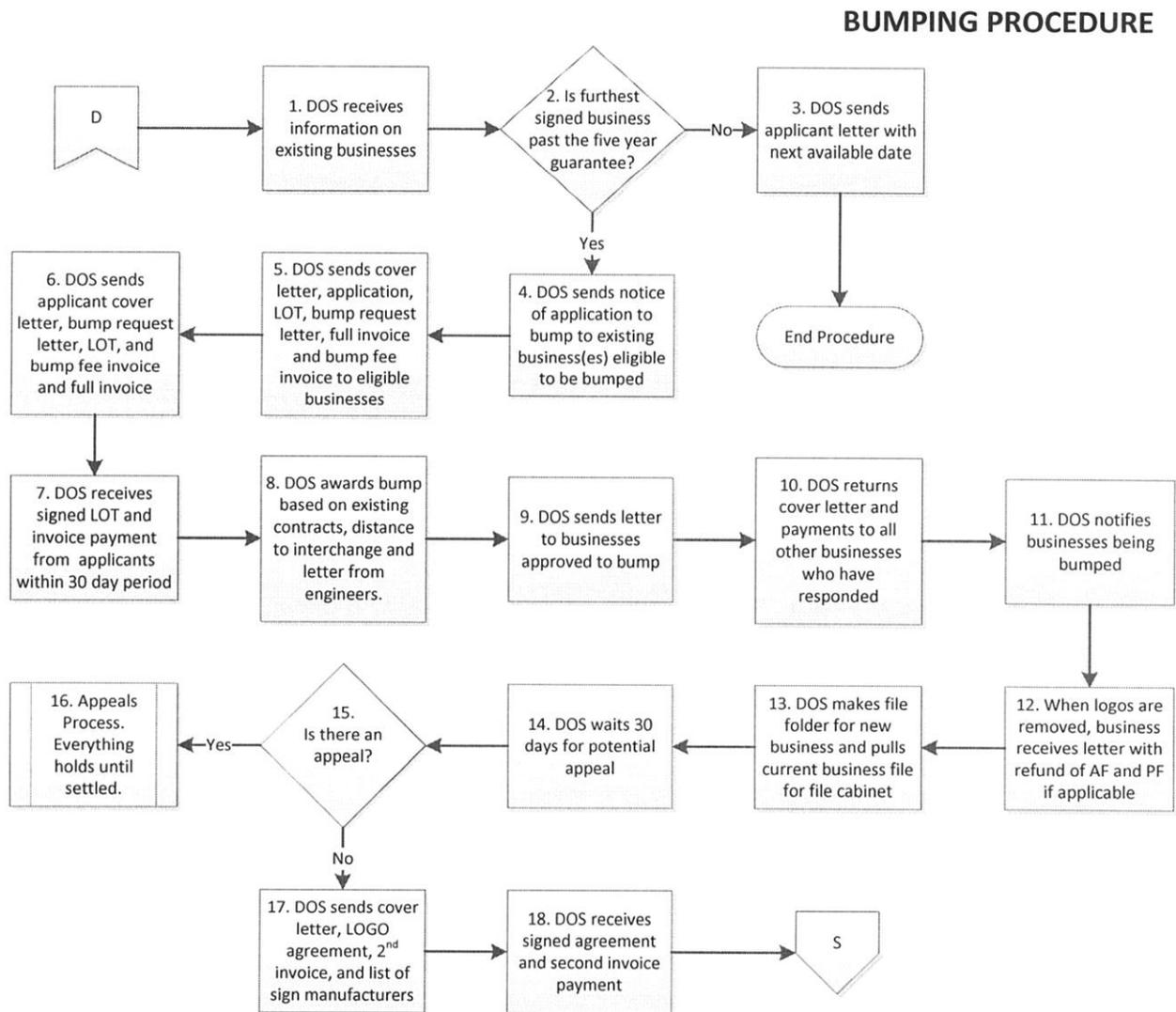


Table 8: Bumping Procedure

Bumping Procedure		
Step	Workflow	Narrative
1	DOS receives information on existing businesses	The procedure starts at off-page reference D (New Applicant Procedure –pg.19) DOS receives information on existing businesses
2	Is furthest signed business past the 5-year guarantee?	Is furthest signed business past the five year guarantee? If yes, the procedure continues with step 4 If no, the procedure continues with step 3
3	DOS sends the applicant letter with next available date	DOS sends the applicant letter with next available date The procedure ends
4	DOS sends notice of application to bump to existing business(es) eligible to be bumped	DOS sends notice of application to bump to existing business(es) eligible to be bumped
5	DOS sends cover letter, application, LOT, bump request letter, full invoice and bump fee invoice to eligible business(es)	DOS sends cover letter, application, LOT, bump request letter, full invoice and bump fee invoice to eligible business(es)
6	DOS sends applicant cover letter, bump request letter, LOT, bump fee invoice & full invoice	DOS sends applicant cover letter, bump request letter, LOT, bump fee invoice and full invoice
7	DOS receives signed LOT and invoice payment from applicants within 30 day period	DOS receives signed LOT and invoice payment from applicants within 30 day period
8	DOS awards bump based on existing contracts, distance to interchange and letter from engineers	DOS awards bump based on existing contracts, distance to interchange and letter from engineers
9	DOS sends letter to businesses approved to bump	DOS sends letter to businesses approved to bump (Letter to Business approved to bump)
10	DOS returns cover letter & payments to all other businesses who have responded	DOS returns cover letter (Ineligible to Bump Regret Letter) and payments to all other businesses who have responded
11	DOS notifies businesses being bumped	DOS notifies businesses being bumped (Letter to Business being bumped)

Bumping Procedure		
Step	Workflow	Narrative
12	When logos are removed, business receives letter with refund of AF and PF if applicable	When logos are removed, businesses receives a letter (Bumping Refund Letter) with refund of AF and PF if applicable
13	DOS makes file folder for new business and pulls current business file for file cabinet	DOS makes file folder for new business and pulls current business file for file cabinet
14	DOS waits 30 days for potential appeals	DOS waits 30 days for potential appeals
15	Is there an appeal?	Is there an appeal? If yes, the procedure continues with step 16 If no, the procedure continues with step 17
16	Appeals Process. Everything holds until settled.	Appeals Process. Everything is on hold until the appeal is settled.
17	DOS sends cover letter, LOGO agreement, 2 nd invoice, and list of sign manufacturers	DOS sends cover letter, LOGO agreement, second invoice, and list of sign manufacturers
18	DOS receives signed agreement and second invoice payment	DOS receives signed agreement and second invoice payment After step 18 is completed, follow off-page reference S (Existing and Expansion Procedure –pg.27)

3.1.8 Assignment of Agreement

LOGO Agreements are non-transferrable without approval by the Trust. Maintenance fees must be paid prior to a transfer. Figure 12 outlines the procedure followed to process a request to assign an agreement to a new owner.

Figure 12: Assignment of Agreement Procedure

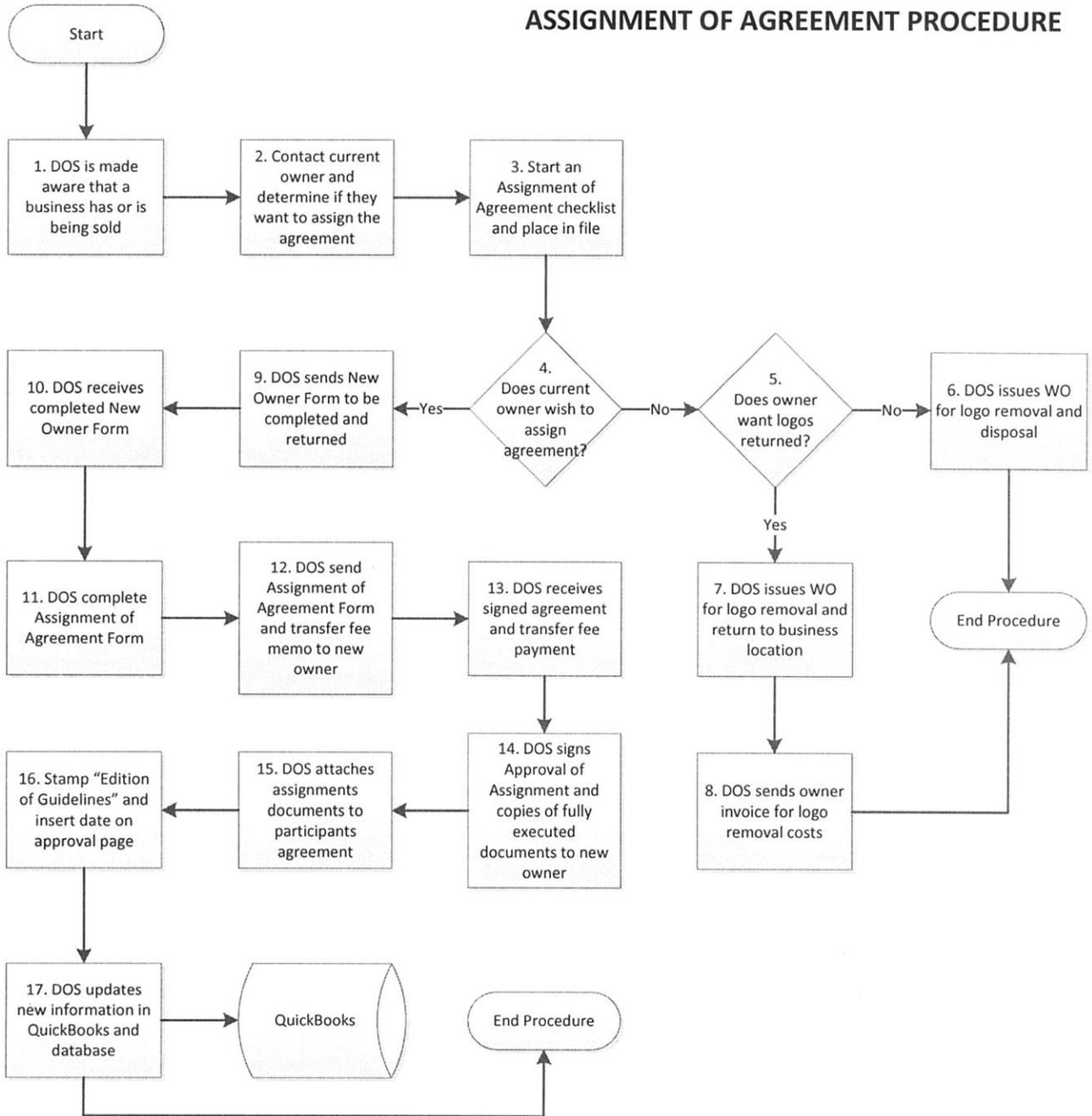


Table 9: Assignment of Agreement Procedure

Assignment of Agreement Procedure		
Step	Workflow	Narrative
1	DOS is made aware that a business has or is being sold	DOS is made aware that a business has or is being sold
2	Contract current owner and determine if they want to assign the agreement	Contract current owner and determine if they want to assign the agreement
3	Start an Assignment of Agreement checklist and place in file	Start an Assignment of Agreement checklist and place in file
4	Does current owner wish to assign agreement?	Does current owner wish to assign agreement? If yes, the procedure continues with step 9 If no, the procedure continues with step 5
5	Does owner want logos returned?	Does owner want logos returned? If yes, the procedure continues with step 7 If no, the procedure continues with step 6
6	DOS issues WO for logo removal and disposal	DOS issues WO for logo removal and disposal The procedure ends
7	DOS issues WO for logo removal and return to business location	DOS issues WO for logo removal and return to business location
8	DOS sends owner invoice for logo removal costs	DOS sends owner invoice for logo removal costs The procedure ends
9	DOS sends New Owner Form to be completed and returned	DOS sends New Owner Form to be completed and returned
10	DOS receives completed New Owner Form	DOS receives completed New Owner Form
11	DOS complete Assignment of Agreement form	DOS complete Assignment of Agreement form

Assignment of Agreement Procedure		
Step	Workflow	Narrative
12	DOS sends Assignment of Agreement Form and transfer fee memo to new owner	DOS sends Assignment of Agreement Form and transfer fee memo to new owner
13	DOS receives signed agreement and transfer fee payment	DOS receives signed agreement and transfer fee payment
14	DOS signs Approval of Assignment and copies of full executed documents to new owner	DOS signs Approval of Assignment and copies of full executed documents to new owner (Approval of Assignment, original Agreement, Assignment of Agreement Memo to Previous Owner, Approval of Assignment Letter to New Owner)
15	DOS attaches assignments documents to participants agreement	DOS attaches assignments documents (Original Assignment of Agreement and Approval of Assignment) to participants agreement
16	Stamp "Edition of Guidelines" and insert date on approval page	Stamp "Edition of Guidelines" and insert date on approval page
17	DOS updates new information in QuickBooks and database	DOS updates new information in QuickBooks and database The procedure ends

3.1.9 Insurance Claims

The Trust is notified about damages to signs by PennDOT, contractors, or participants. If damage exceeds \$1,000.00, an insurance claim is submitted to the Trust Insurance Agent. Insurance claims are submitted for Mainline (panel located on Interstate) damage only.

- Off-page reference I takes the continuation of the procedure to Figure 14 Work Order Procedure (pg. 56).

Figure 13: Insurance Claims Procedure

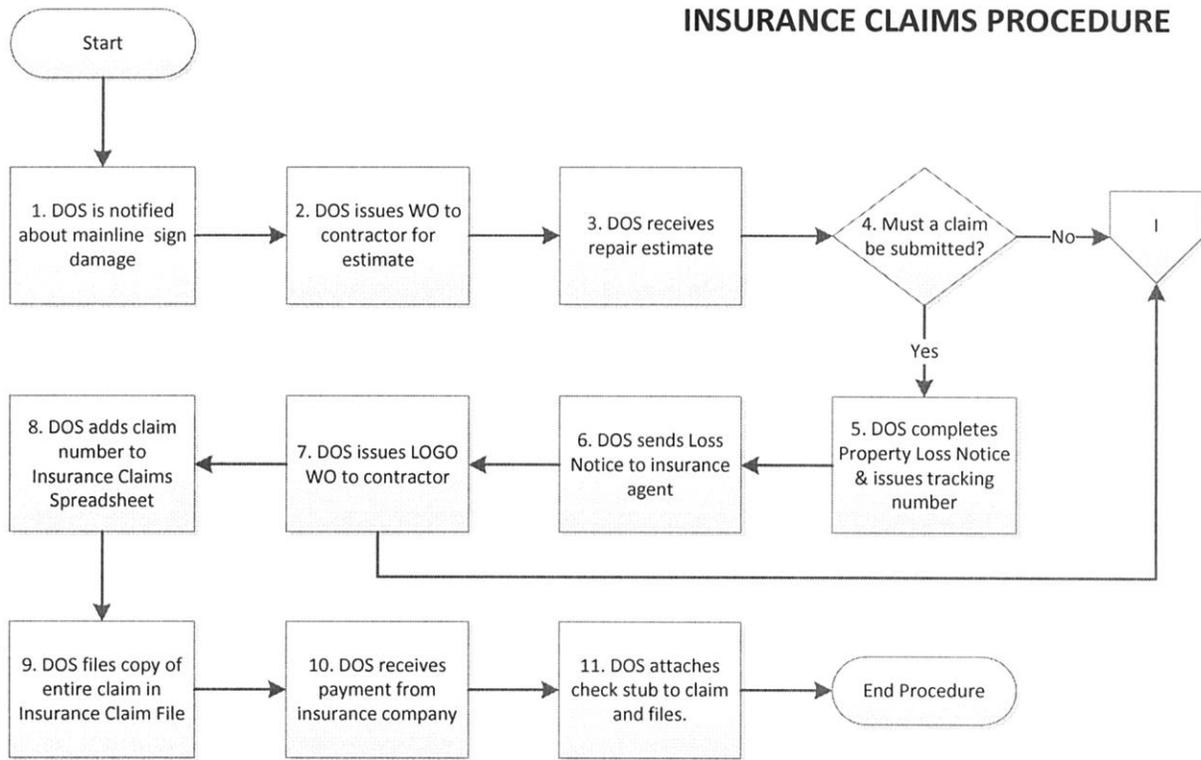


Table 10: Insurance Claims Procedure

Insurance Claims Procedure		
Step	Workflow	Narrative
1	DOS is notified about mainline sign damage	DOS is notified about mainline sign damage
2	DOS issues WO to contractor for estimate	DOS issues WO to contractor for estimate (Determine damages, provide pictures and estimate by designated date determined by DOS.)
3	DOS receives repair estimate	DOS receives repair estimate
4	Must a claim be submitted?	Must a claim be submitted? If yes, the procedure continues with step 5 If no, follow off-page reference I (Work Order Procedure –pg. 56)
5	DOS completes Property Loss Notice & issues tracking number	DOS completes Property Loss Notice & issues tracking number
6	DOS sends Loss Notice to insurance agent	DOS sends Loss Notice to insurance agent (Send insurance agent memo, pictures, and estimate. If accident report is received, forward to insurance agent.)
7	DOS issues logo WO to contractor	DOS issues logo WO to contractor (Repair damages based on estimate)
8	DOS adds claim number to Insurance Claims spreadsheet	DOS adds claim number to Insurance Claims spreadsheet
9	DOS files copy of entire claim in Insurance Claim file	DOS files copy of entire claim in Insurance Claim file
10	DOS receives payment from insurance company	DOS receives payment from insurance company
11	DOS attaches check stub to claim and files	DOS attaches check stub to claim and files The procedure ends

3.1.10 Work Order

Work orders are issued for repairs, changes to logos (switch-outs), vegetation control (grubbing) and general maintenance. Because the software used by PTST requires a project number, PTST uses "Project 10" for all work orders. Requests for work can come from participants, PennDOT, PTST staff or contractors.

Figure 14 below, outlines the work order procedure. Three off-page references come into step 3:

- Off-page reference I comes from Figure 13 Insurance Claims Procedure (pg. 53).
- Off-page reference K comes from Figure 15 Logo Replacement Procedure (pg. 60).
- Off-page reference M comes from Figure 16 LOGO Agreement Modification Procedure (pg. 62).
- Off-page reference L comes in from Figure 15 Logo Replacement Procedure (pg. 60).
- Off-page reference J comes in from Figure 15 Logo Replacement Procedure (pg. 60).
- Off-page reference U comes in from Figure 5 Procedure for Existing or Expansion of Panel (pg. 27).

Work Order Procedure		
Step	Workflow	Narrative
1	DOS receives request for maintenance or changes to logo	DOS receives request for maintenance or changes to logo
2	Changes or Maintenance?	Changes or Maintenance? If Maintenance, the procedure continues with step 3 If Changes, the procedure continues with step 20
3	Is WO plan needed?	Is WO plan needed? If yes, the procedure continues with step 4 If no, the procedure continues with step 8
4	DOS notifies DOP/Field Technician	DOS notifies DOP/Field Technician
5	DOP/Field Technician prepares WO plan	DOP/Field Technician prepares WO plan
6	DOP/Field Technician performs PA OneCall	DOP/Field Technician performs PA OneCall
7	DOP/Field Technician sends WO plan to DOS	DOP/Field Technician sends WO plan to DOS
8	DOS issues logo WO to DOS	DOS issues logo WO to DOS Off-page references I, (Insurance Claims Procedure –pg. 53) K,(Logo Replacement Procedure –pg. 60) and M (Logo Agreement Modification Procedure -62) also enter at this step
9	DOS adds WO number to WO log book	DOS adds WO number to WO log book Off-page reference U (Procedure for Existing or Expansion of Panel –pg. 27) also enters at this step
10	DOS adds WO number to WO Status Spreadsheet	DOS adds WO number to WO Status Spreadsheet

Work Order Procedure		
Step	Workflow	Narrative
11	DOS sends Contractor WO Status each Friday	DOS sends Contractor WO Status each Friday
12	DOS receives WO Status and updates status	DOS receives WO Status and updates status
13	DOS invoices participants if applicable when work is complete	DOS invoices participants if applicable when work is complete
14	DOS updates the WO from the status spreadsheet and notes completion date in log book	DOS updates the WO from the status spreadsheet and notes completion date in log book
15	DOS receives invoice from contractor and marks WO as completed	DOS receives invoice from contractor and marks WO as completed
16	DOS pulls WO from log book and files in completed WO file	DOS pulls WO from log book and files in completed WO file
17	DOS stamps invoice and indicates approval and account number	DOS stamps invoice and indicates approval and account number
18	DOS files invoice in LOGO Invoice File in #2 Safe	DOS files invoice in LOGO Invoice File in #2 Safe
19	DOS pays invoice on the first of the following month and marks invoice as paid	DOS pays invoice on the first of the following month and marks invoice as paid The procedure ends
20	Participant notifies DOS of changes needed	Participant notifies DOS of changes needed Off-page reference J (Logo Replacement Procedure –pg. 60) also enters at this step
21	DOS sends list of sign manufacturers to participant	DOS sends list of sign manufacturers to participant

Work Order Procedure		
Step	Workflow	Narrative
22	DOS receives logo design from manufacturer	DOS receives logo design from manufacturer Off-page reference L (Logo Replacement Procedure –pg. 60) also enters at this step
23	Is design of logo on file?	Is design of logo on file? If yes, the procedure continues with step 24 If no, the procedure continues with step 28
24	DOS signs & dates design and returns to manufacturer	DOS signs and dates design and returns to manufacturer
25	Contractor notifies DOS that logo has been received	Contractor notifies DOS that logo has been received
26	DOS changes logo name on participant file and in QuickBooks	DOS changes logo name on participant file and in QuickBooks
27	DOS issues WO to contractor	DOS issues WO to contractor
28	Submit logo design to PennDOT for approval	Submit logo design to PennDOT for approval
29	Does PennDOT approve design?	Does PennDOT approve design? If yes, the procedure continues with step 24 If no, the procedure continues with step 30
30	DOS notifies sign manufacturer to resubmit logo design	DOS notifies sign manufacturer to resubmit logo design
31	DOS receives redesigned logo	DOS receives redesigned logo

3.1.11 Logo Replacement

DOS can be notified by PennDOT, participant, contractor, engineer, or PTST staff that a logo replacement is necessary. PTST replaces logos that are missing, damaged or vandalized at no charge to the participant. PTST requires the participant to replace signs that have faded, cease to meet reflectivity requirements, or

have to be changed for the participant's reasons, for example, name of business changes, logo redesign. Figure 15, below, outlines the procedure for logo replacement.

- Off-page reference J, K and L lead to Figure 14 Work Order Procedure (pg. 56).

Figure 15: Logo Replacement Procedure

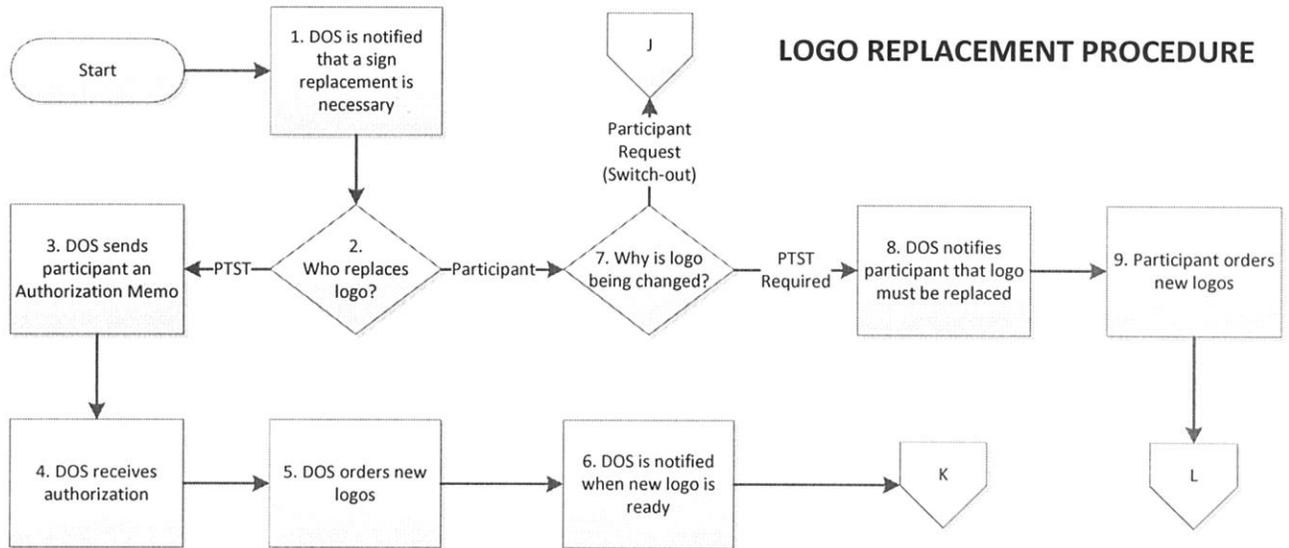


Table 12: Logo Replacement Procedure

Logo Replacement Procedure		
Step	Workflow	Narrative
1	DOS is notified that a sign replacement is necessary	DOS is notified that a sign replacement is necessary
2	Who replaces logo?	Who replaces logo? If PTST, the procedure goes to step 3 If Participant, the procedure goes to step 7
3	DOS sends participant an authorization memo	DOS sends authorization memo/fax to participant for approval to replace logo. Set date for return of authorization.
4	DOS receives authorization	DOS receives authorization memo
5	DOS orders new logos	DOS orders necessary logos from Fabricator under contract with Trust for that year when all forms are returned.
6	DOS is notified when new logo is ready	DOS is notified when new logo is ready After step 6 is completed, follow off-page reference K (Work Order Procedure –pg.56)
7	Why is logo being changed?	Why is logo being changed? If PTST required, the procedure continues with step 8 If Participant request or switch-out, follow off-page reference J (Work Order Procedure –pg. 56)
8	DOS notifies participant that logo must be replaced	DOS notifies participant by Certified Mail that logo must be replaced and includes sign manufacturer list (Sign Fabricator List) (New Logos required)
9	Participant orders new logos	Participant orders new logos After step 9 is completed, follow off-page reference L (Work Order Procedure –pg. 56)

3.1.12 LOGO Agreement Modification

There are occasions when modifications may be necessary to an existing LOGO Agreement. These are separated into two categories:

- Required modifications to existing LOGO Agreements are sometimes necessary, for example, adding or deleting a ramp or trailblazer sign or the relocation of a business property.
 - Internal modifications to an existing LOGO Agreement, for example, trade name change.
- Figure 16, below, demonstrates the LOGO Agreement modification procedure.
- Off-page reference M leads to Figure 14 Work Order Procedure (pg. 56).

Figure 16: Logo Agreement Modification Procedure

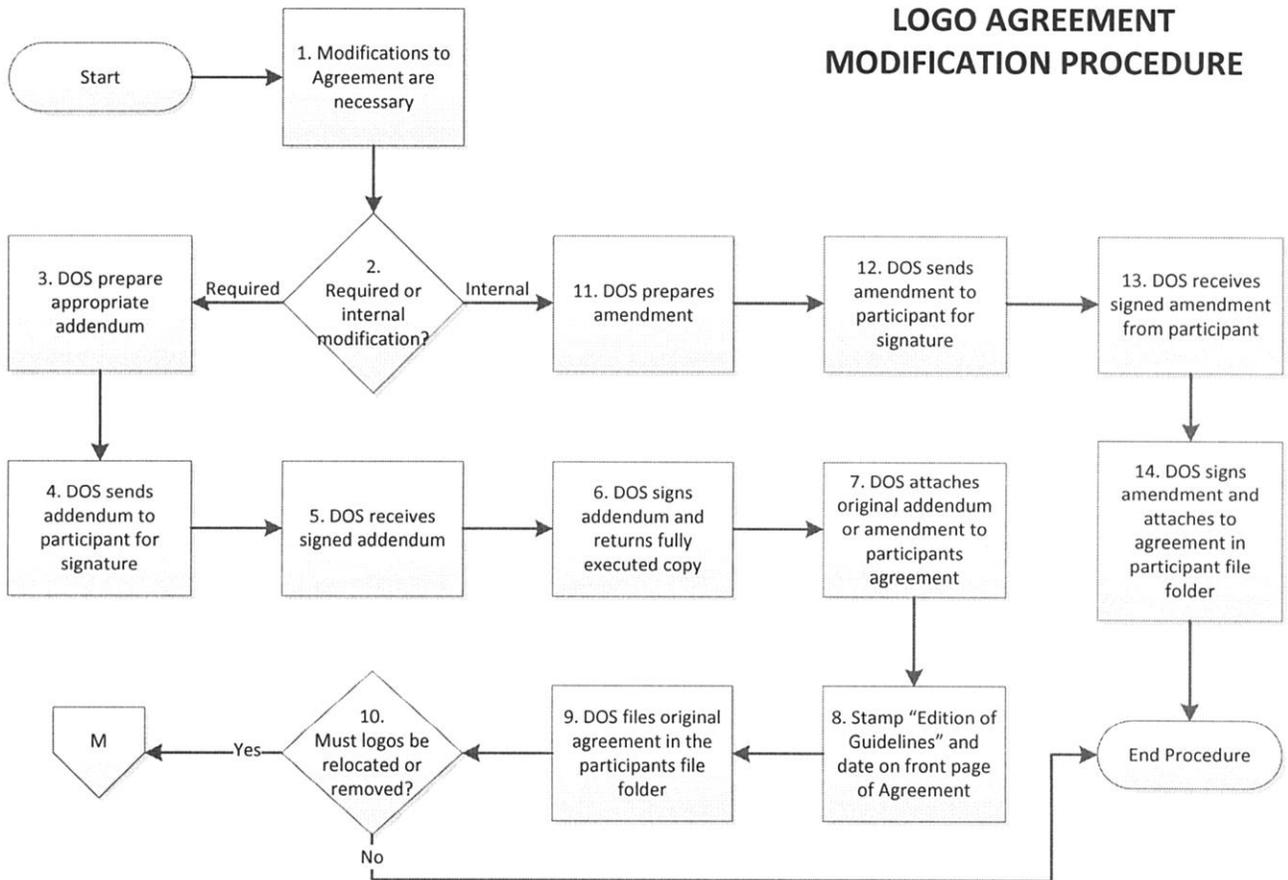


Table 13: Logo Agreement Modification Procedure

Logo Agreement Modification Procedure		
Step	Workflow	Narrative
1	Modifications to agreement are necessary	Modifications to agreement are necessary
2	Required or internal modification?	Required or internal modification? If required, the procedure continues with step 3 If internal, the procedure continues with step 11
3	DOS prepares appropriate addendum	DOS prepares appropriate addendum (Addendum 2, Addendum 3, Amendment 4)
4	DOS sends addendum to participant for signature	DOS sends addendum to participant for signature
5	DOS receives signed addendum	DOS receives signed addendum from participant
6	DOS signs addendum and returns fully executed copy	DOS signs addendum and returns fully executed copy of addendum and agreement.
7	DOS attaches original addendum or Amendment to Participants Agreement	DOS attaches original addendum or Amendment to Participants Agreement
8	Stamp "Edition of Guidelines" and date on front page of agreement	Stamp "Edition of Guidelines" and insert date of current guidelines on front page of agreement
9	DOS files original agreement in the participant file folder	DOS files original agreement in the participant file folder
10	Must logos be relocated or removed?	Must logos be relocated or removed? If yes, follow off-page reference M (Work Order Procedure –pg.56) If no, the procedure ends
11	DOS prepares amendment	DOS prepares amendment (Amendment 1, Amendment 2, etc.)

Logo Agreement Modification Procedure		
Step	Workflow	Narrative
12	DOS sends amendment to participant for signature	DOS sends amendment to participant for signature
13	DOS receives signed amendment from participant	DOS receives signed amendment from participant
14	DOS signs amendment and attaches to agreement in participant file folder	DOS signs amendment and attaches to agreement in participant file folder The procedure ends

3.1.13 ESRI Data Entry

PTST sign data is maintained in the ESRI Database. Drawings, photos and locations are stored here. Figure 17 outlines the procedure for entering and editing this data. Refer to Appendix A for ESRI Entry Instructions.

Figure 17: ESRI Data Entry Procedure

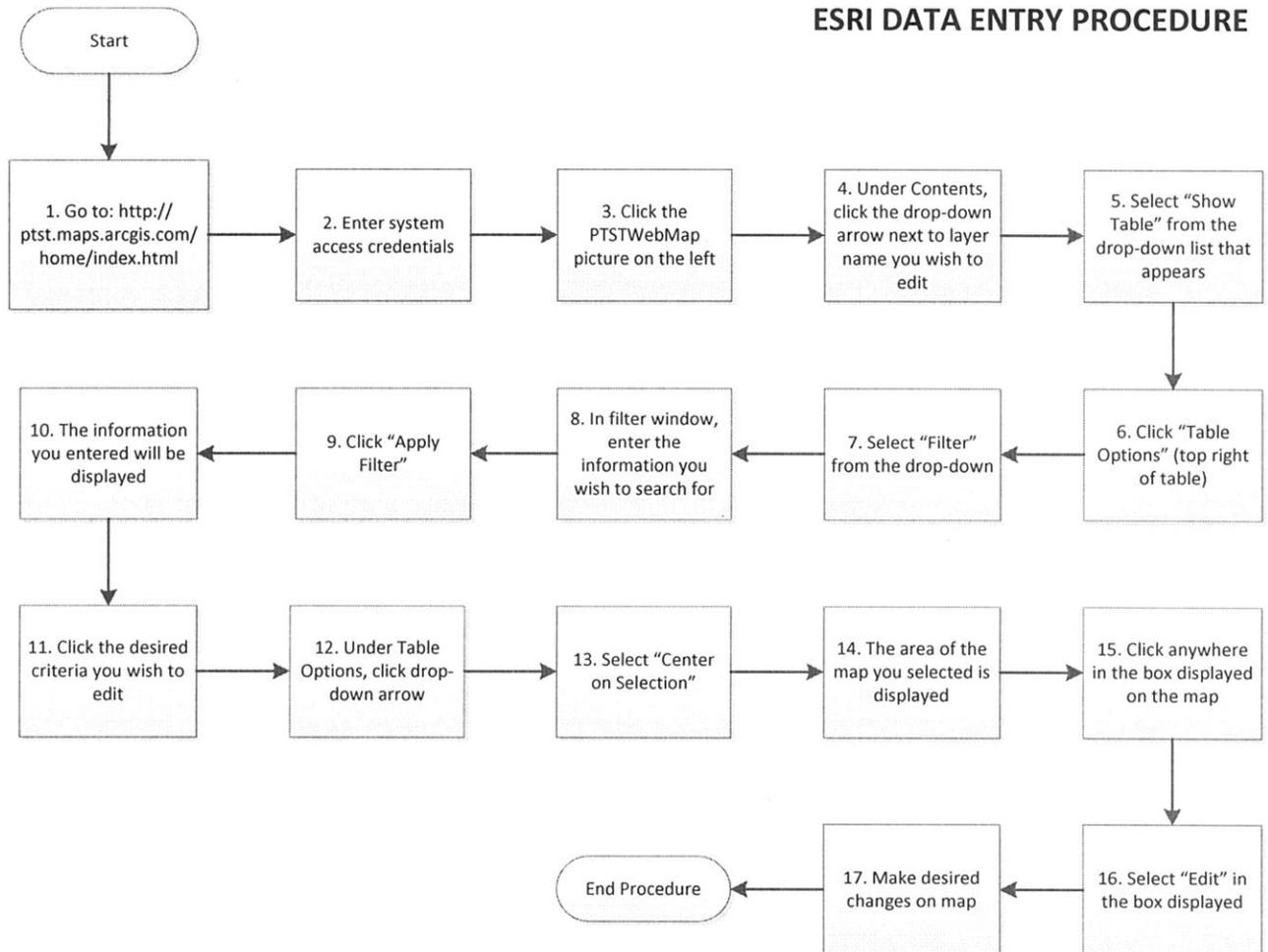


Table 14: ESRI Entry Procedure

ESRI Data Entry Procedure		
Step	Workflow	Narrative
1	Go to: http://ptst.maps.arcgis.com/home/index.html	Go to: http://ptst.maps.arcgis.com/home/index.html
2	Enter system access credentials	Enter system access credentials
3	Click the PTSTWebMap picture on the left	Click the PTSTWebMap picture on the left
4	Under contents, click the drop-down arrow next to layer name you wish to edit	On the left side of the page you will see the "Contents" of the map. The contents of the map contains the layers that you can edit. Under contents, click the drop-down arrow next to layer name you wish to edit
5	Select "Show Table" from the drop-down list that appears	Select "Show Table" from the drop-down list that appears
6	Click "Table Options" (top right of table)	Click "Table Options" (top right of table)
7	Select "Filter" from the drop-down	Select "Filter" from the drop-down
8	In filter window, enter the information you wish to search for	In filter window, enter the information you wish to search for You can search by EXIT, KEYFIELD or ROUTE. Also, make sure to always use CONTAINS in your selection.
9	Click "Apply Filter"	Click "Apply Filter"
10	The information you entered will be displayed	The information you entered will be displayed

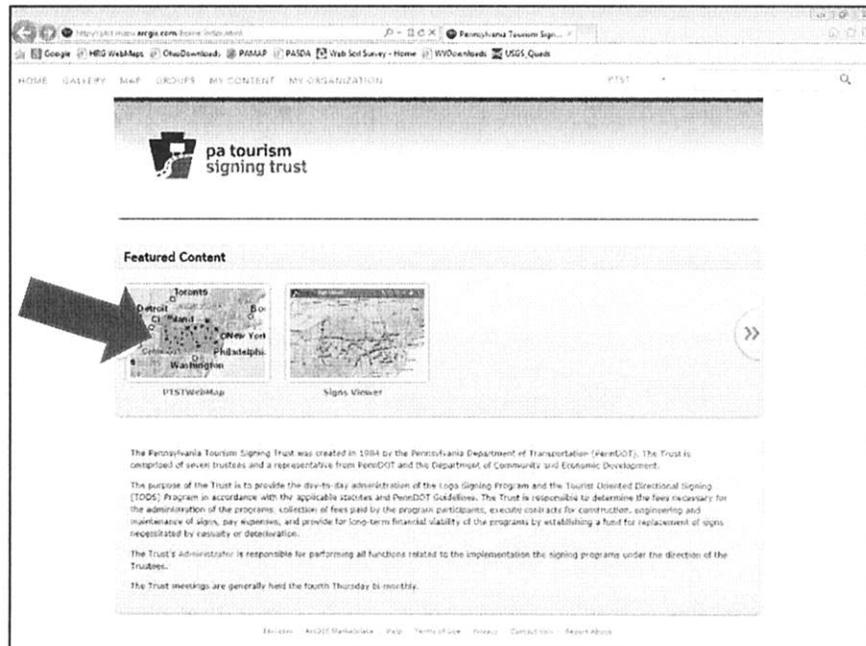
ESRI Data Entry Procedure		
Step	Workflow	Narrative
11	Click the desired criteria you wish to edit	Click the desired criteria you wish to edit
12	Under Table Options, click the drop-down arrow	Under Table Options, click the drop-down arrow
13	Select "Center on Selection"	Select "Center on Selection"
14	The area of the map you selected is displayed	The area of the map you selected is displayed
15	Click anywhere in the box displayed on the map	Click anywhere in the box displayed on the map
16	Select "Edit" in the box displayed	Select "Edit" in the box displayed
17	Make desired changes on map	Make desired changes on map The procedure ends

4. Appendix A

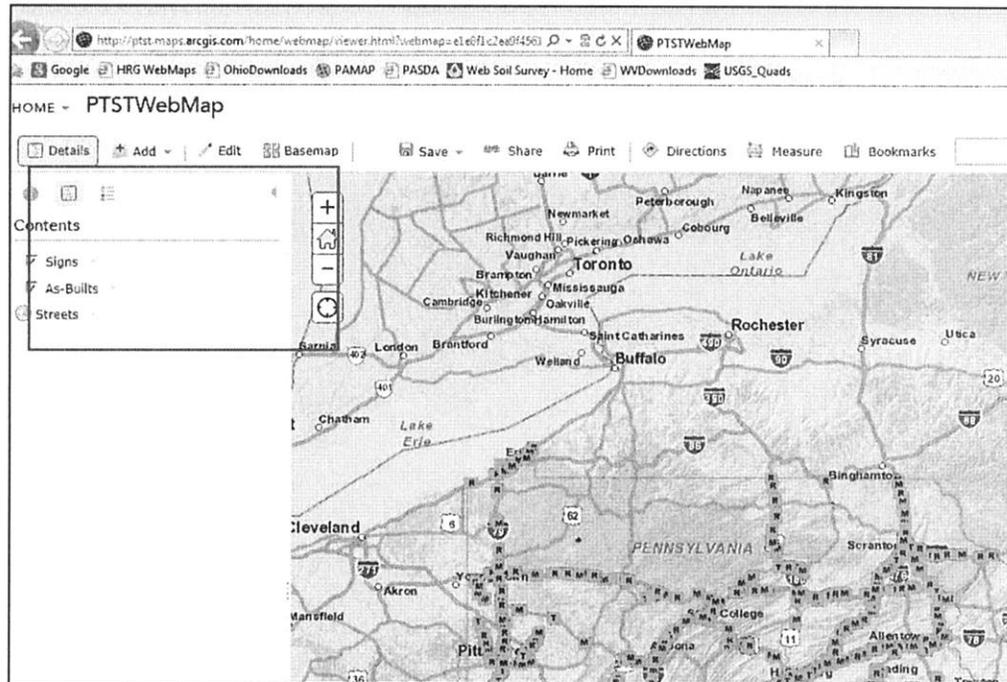
ESRI Instructions

EDITING

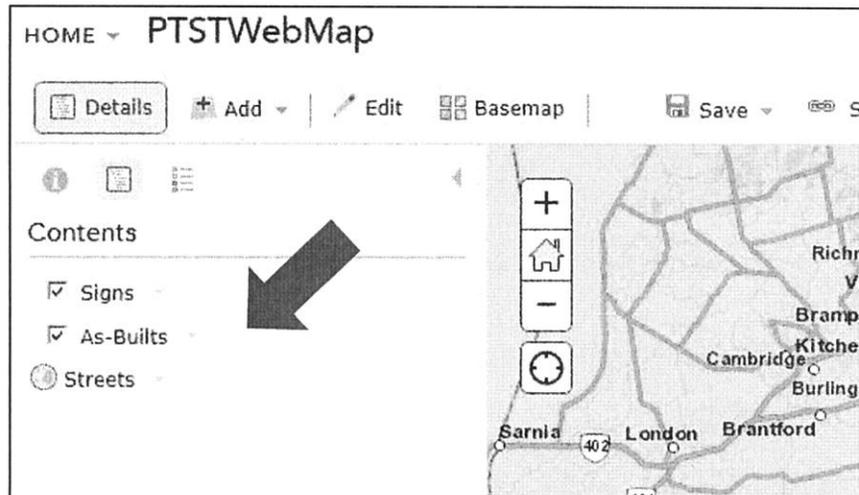
1. Go to: <http://ptst.maps.arcgis.com/home/index.html>
2. Enter system access credentials
3. Click the PTSTWebMap picture on the left



4. On the left side of the screen you will see the Contents of the map. This area is highlighted in red below. The Contents of the map contains the layers that can be edited.



5. To edit one of these layers, click the drop-down arrow next to the layer name. For example, if you wish to edit the As-Builts – click the drop-down arrow next to As-Builts as seen in the picture below.



6. A drop-down list will appear. Select "Show Table" from this list.



7. Click "Table Options" on the top right of the table.

The screenshot shows the PTSTWebMap interface. At the top, there is a navigation bar with 'HOME' and 'PTSTWebMap' on the left, and 'NEW MAP' and 'PTST' on the right. Below this is a toolbar with icons for 'Details', 'Add', 'Edit', 'Basemap', 'Save', 'Share', 'Print', 'Directions', 'Measure', and 'Bookmarks'. A search bar is located on the right side of the toolbar.

On the left side, there is a 'Contents' panel with a list of layers: 'Signs', 'As-Builts', and 'Streets'. The 'As-Builts' layer is currently selected and checked.

The main area is a map of the Northeast United States, showing parts of Ontario, New York, Pennsylvania, Ohio, and New Jersey. Major cities like Toronto, Buffalo, Rochester, Albany, Cleveland, Pittsburgh, and Philadelphia are labeled. A scale bar at the bottom left indicates 0, 30, and 60 miles.

At the bottom of the map, there is a data table titled 'As-Builts (359 features, 0 selected)'. The table has two columns: 'ROUTE' and 'EXIT'. A 'Table Options' dropdown menu is visible on the right side of the table. A large black arrow points to this dropdown menu.

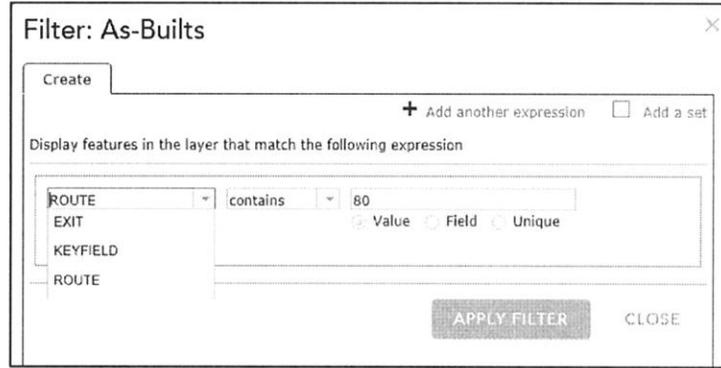
ROUTE	EXIT
I 70	6
I 70	11
I 70	15
I 70	20
I 70	25

Small text at the bottom left of the interface reads: 'Esri.com | ArcGIS Marketplace | Help | Terms of Use | Privacy | Contact Us | Report Abuse'.

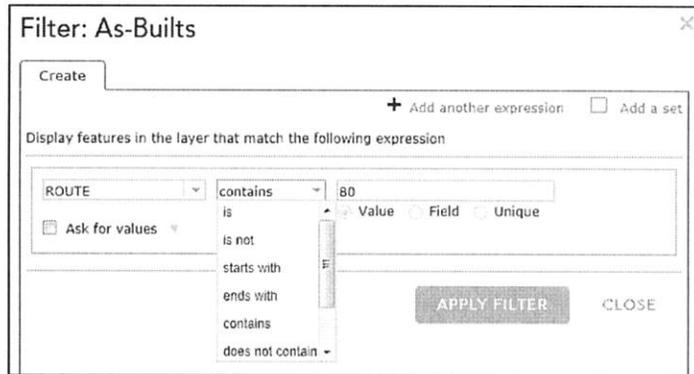
8. Select "Filter" from the drop-down list.
9. The filter window will appear. This is where the information you wish to search for is entered. You can search by Exit, Keyfield or Route. Also, make sure to always use CONTAINS in your selection.

Example: I wish to search for As-Builts on Route 80.

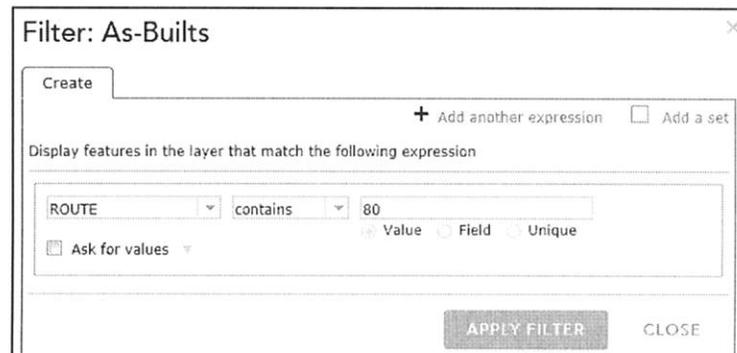
- a. Use the first drop-down on the left to select "Route"



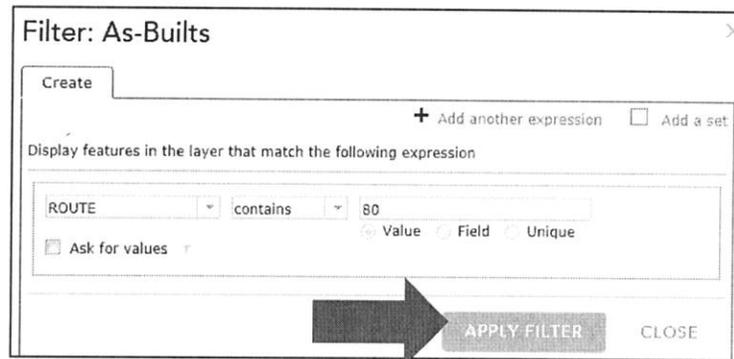
- b. Use the second drop-down to select "contains". "Contains" will always be what you select from this drop-down list.



- c. Type "80" into the last field on the right. When complete your window should look like the picture below.



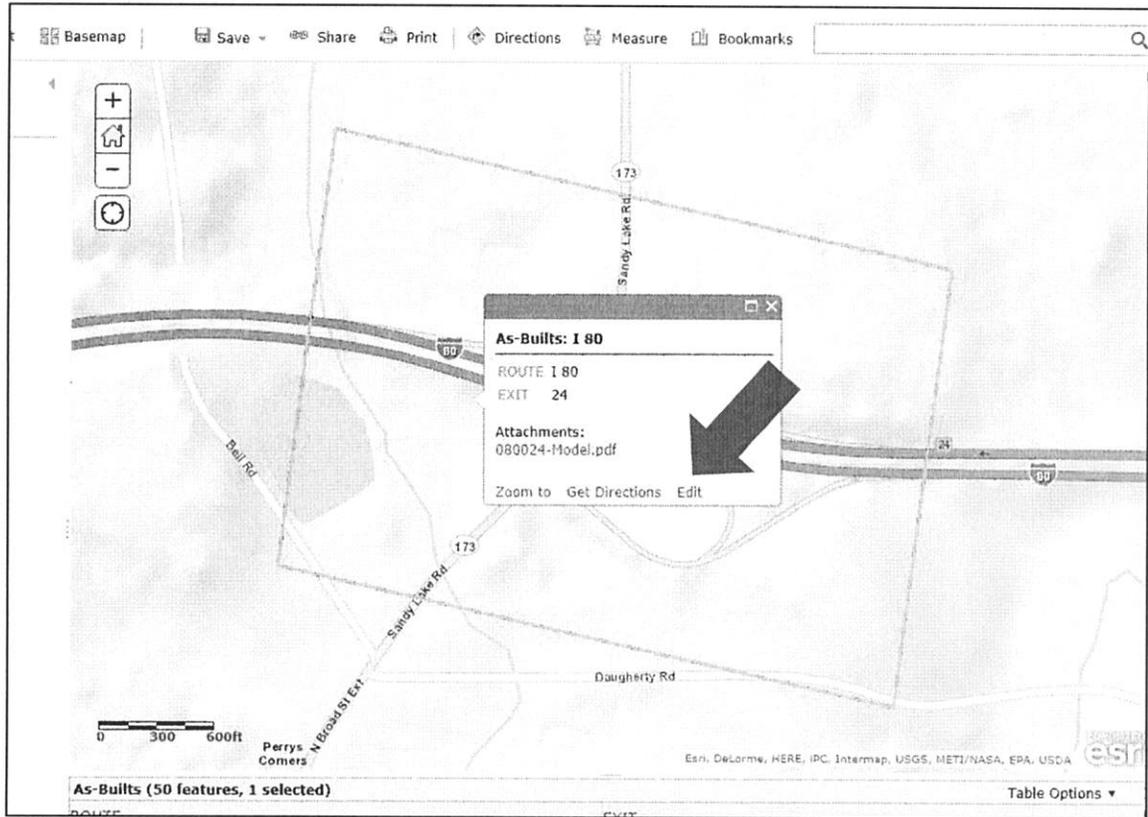
10. Click "Apply Filter"



11. You will now see all of the Routes that contain 80 in the table. Click the Route and Exit in the table that you wish to edit. This will highlight the exit in the table.
12. Click on the drop-down arrow at Table Options and select "Center on selection".

As-Builts (50 features, 1 selected)		Table Options
ROUTE	EXIT	
I 380	13	Filter
I 380	20	Show Selected Records
I 80	24	Center on Selection
I 80	64	Clear Selection
I 180	17	Show/Hide Columns

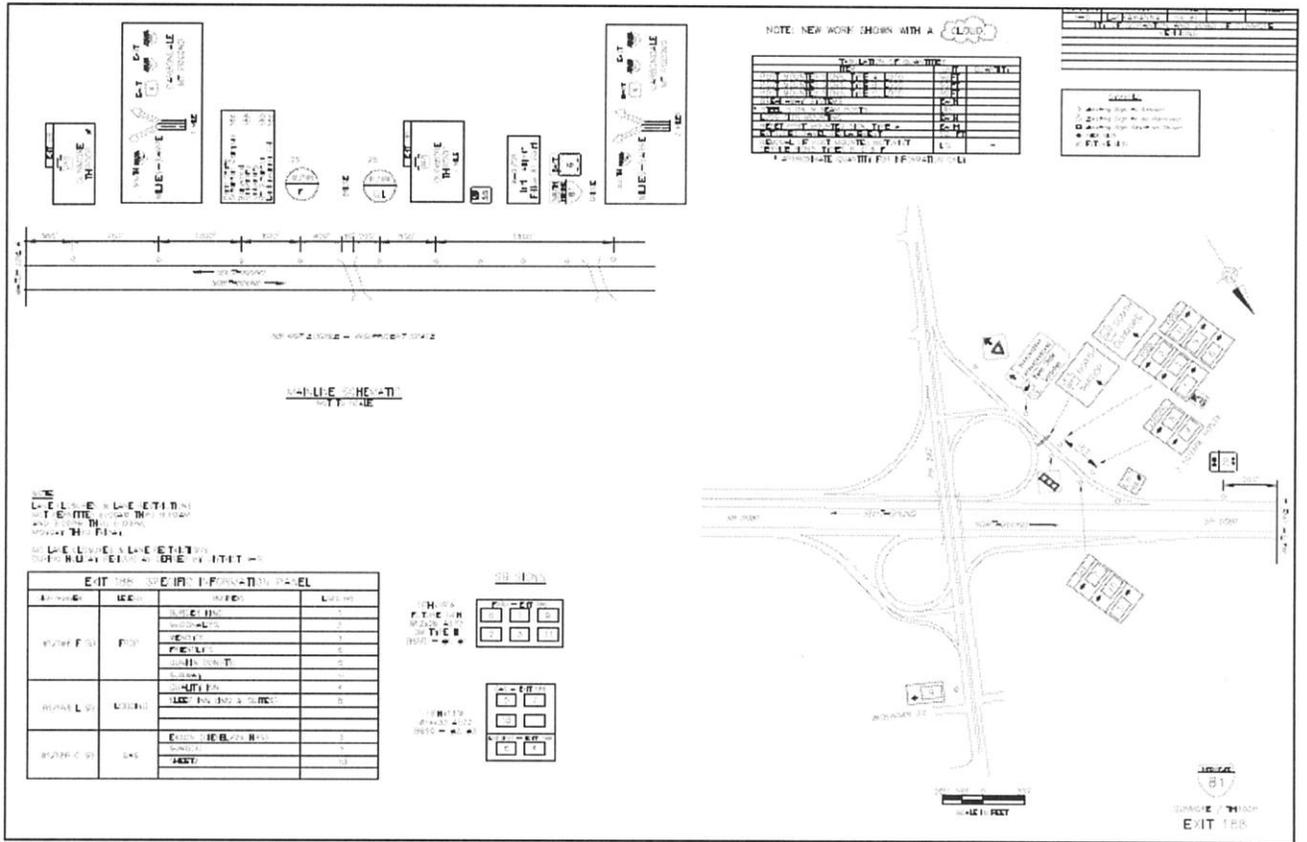
13. This will take you to the area in the map covered by the as-built you selected. Click anywhere in the box on the map. This will bring up a box for the as-built you selected. Click "Edit" located on the bottom right of this box.



14. This will allow you to add the new As-Built plan and remove the old.

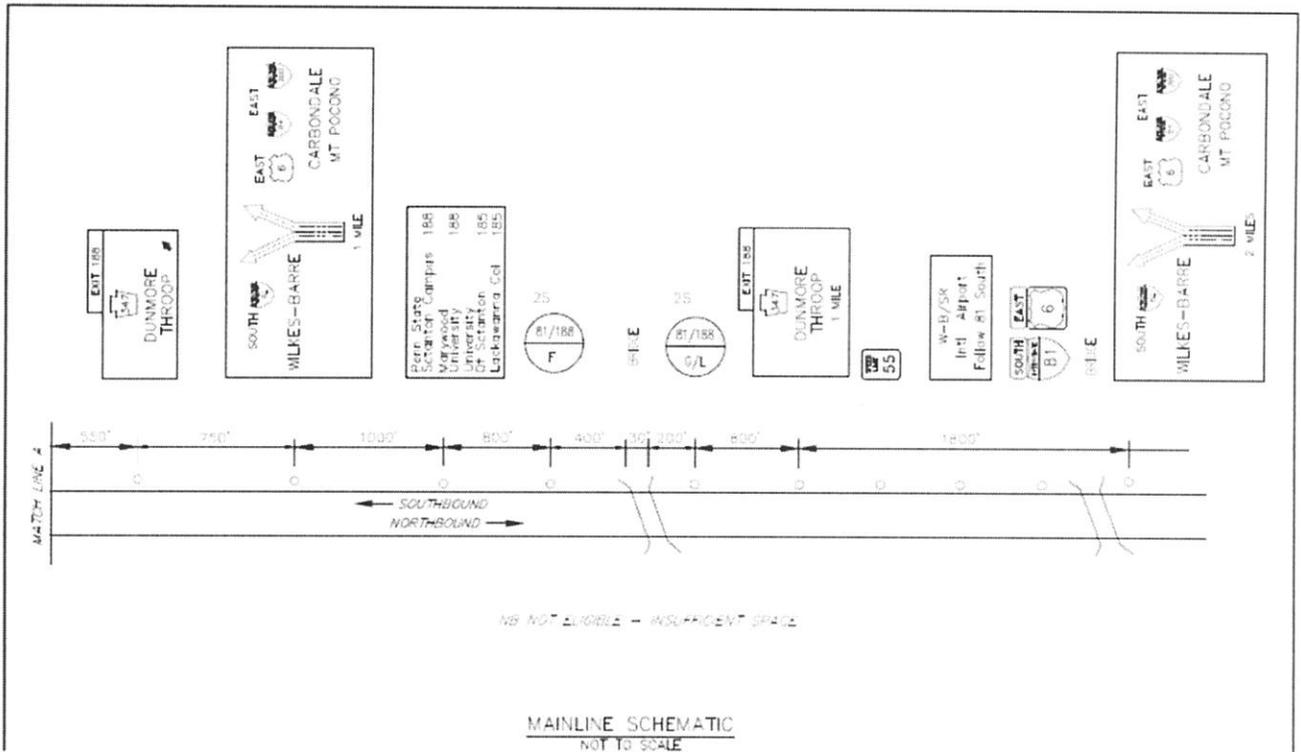
5. Appendix B

AutoCAD Drawings



Detailed screen captures of the above CAD drawing are pictured below.

Detail A



Detail B

NOTE:
LANE CLOSURES & LANE RESTRICTIONS
 NOT PERMITTED 6:00AM THRU 9:00AM
 AND 3:00PM THRU 6:00PM,
 MONDAY THRU FRIDAY.
 NO LANE CLOSURES & LANE RESTRICTIONS
 DURING HOLIDAY PERIODS AS DEFINED BY DISTRICT 4-0.

EXIT 188 SPECIFIC INFORMATION PANEL			
SIGN NUMBER	LEGEND	BUSINESS	LOGO. NO.
81/188 F SB	FOOD	BURGER KING	1
		McDONALD'S	2
		WENDY'S	3
		FRIENDLY'S	6
		DUNKIN DONUTS	9
		SUBWAY	11
81/188 L SB	LODGING	QUALITY INN	4
		SLEEP INN (INN & SUITES)	8
81/188 G SB	GAS	EXXON (DIESEL/24 HRS)	5
		SUNOCO	7
		SHEETZ	10

SB SIGNS

10'Hx19'W
 FUTURE 14'H
 W12x26 A572
 3M TYPE III
 B650 - #1, #1

FOOD - EXIT 188		
6	1	9
2	3	11

16'Hx13'W
 W14x30 A572
 B650 - #2, #2

GAS - EXIT 188	
5	7
10	
LODGING - EXIT 188	
8	4

Detail C

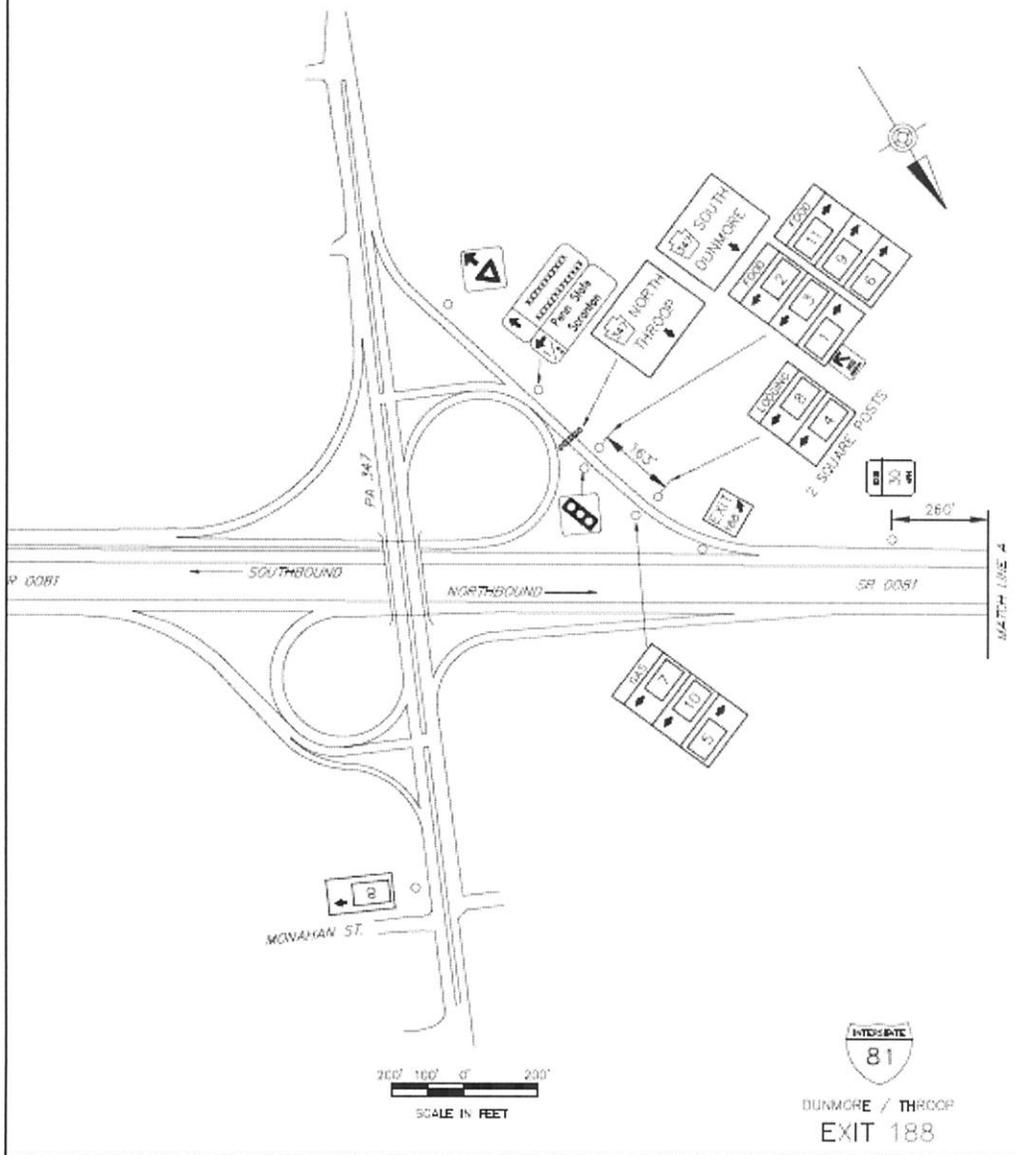
NOTE: NEW WORK SHOWN WITH A CLOUD.

DISTRICT	COUNTY	ROUTE	PROJECT	SHEET
4-11	LACAWANNA	SR 81		
CITY OF SCRANTON AND TOWN OF DUNMORE				
REVISIONS				

TABULATION OF QUANTITIES			
ITEM	UNIT	QUANTITY	
POST MOUNTED SIGNS, TYPE A, LOGO	SQ. FT.		
POST MOUNTED SIGNS, TYPE B, LOGO	SQ. FT.		
POST MOUNTED SIGNS, TYPE C, LOGO	SQ. FT.		
OVERLAP SYSTEMS	EACH		
STEP, S OR W BEAM POSTS	LBS.		
LOGO SIGN MOUNTING	EACH		
POST MOUNTED SIGN, TYPE A	EACH		
EXTENDED PANEL REPLACEMENT	SQ. FT.		
REMOVAL OF POST MOUNTED MOTORIST SERVICE SIGNS, TYPES B, C & F	L.S.	-	

* APPROXIMATE QUANTITY FOR INFORMATION ONLY

SYMBOLS	
○	Existing Sign to Remain
△	Existing Sign to be Removed
□	Existing Sign Revert to Standard
●	NEW SIGN
×	FUTURE SIGN

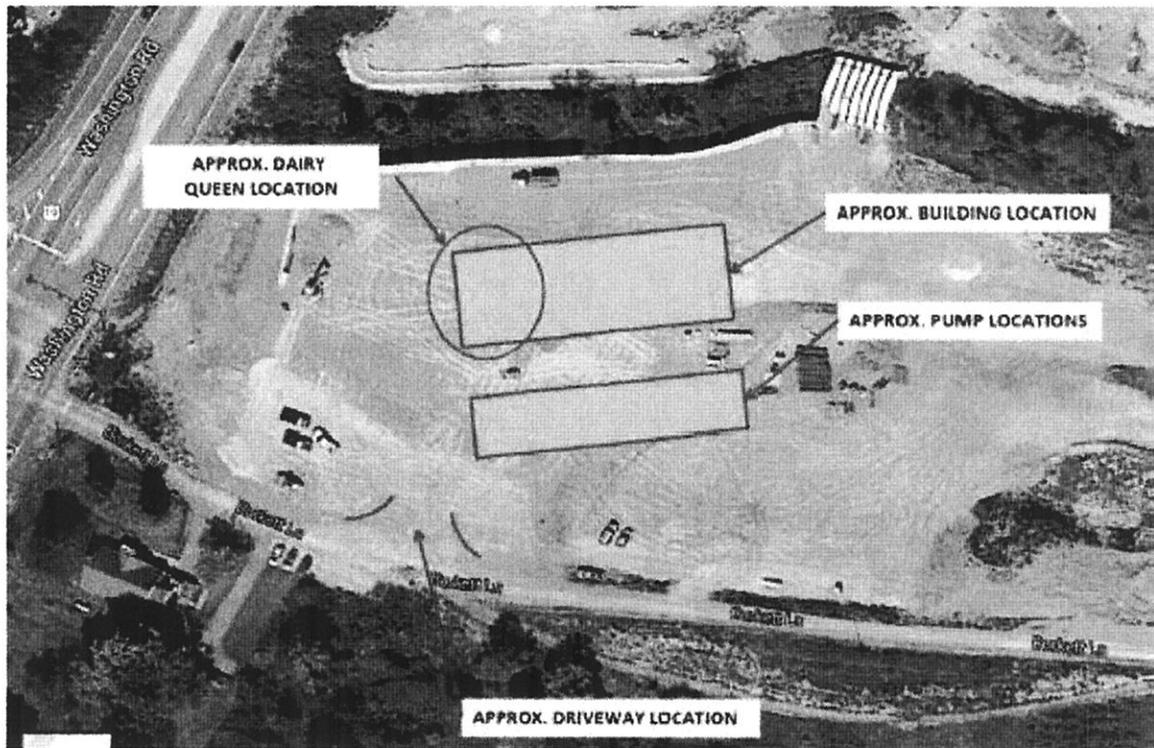


Second example of AutoCAD drawing is shown below.

6. Appendix C

PTST Eligibility Review Report

PTST ELIGIBILITY REVIEW REPORT			
Field Reviewer:	Jeff Strejcek	Applicant:	Dairy Queen Grill & Chill
Date Completed:	09/24/2013		
Office Reviewer:	Jack Hildebrand	Location:	I-79 Exit 41 Race Track Rd
Date Completed:	10/14/2013		
<input type="checkbox"/> GAS <input checked="" type="checkbox"/> FOOD <input type="checkbox"/> LODGING <input type="checkbox"/> CAMPING <input type="checkbox"/> ATTRACTION			
Application Rec'd:	09/10/2013	<input checked="" type="checkbox"/> Eligible	WASHINGTON County <input checked="" type="checkbox"/> LOGO <input type="checkbox"/> TODS
Response Dated:		<input type="checkbox"/> Not Eligible	12-0 District <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural
Sign Sizes and Locations			
LOGOS			
Mainline Logo	<input checked="" type="checkbox"/>	SB	60" x 36"
Ramp Logo	<input checked="" type="checkbox"/>	SB	30" x 18"
ML Panel	<input checked="" type="checkbox"/>	SB	16'H x 13'W New Construction in proj 57 (CO#2) Food/Attraction SB sign to be added (Tanger)
Field Data and Review Notes:			
<p>Applicant is eligible & may be approved only SB with 1/1/0. SB travel distance is approx. 1.2 miles. New construction req'd. & to be added to proj 57 by a CO #2. Eligible northbound but not eligible to bump, unlike SB insufficient space for a 2nd food panel for NB.</p>			

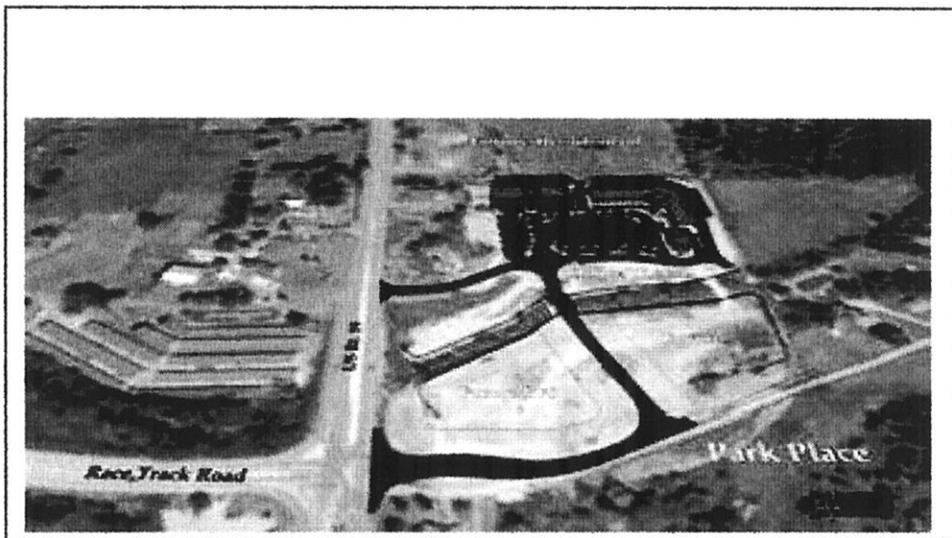


INDEX NO.	NAME OF BUSINESS	entrance from NB (feet)	entrance from SB (feet)	driveway length (feet)	Total NB Distance (miles)	Total SB Distance (miles)
1	Holiday Inn (now Doubletree by Hilton)	2,373	2,085	456	0.536	0.662
2	McDonalds	1,768	2,380	413	0.413	0.529
3	BP	672	60	137	0.153	0.269
4	Comfort Inn	2,058	2,680	210	0.431	0.547
5	PA Trolley Museum	16,283	14,671	331	2.957	3.073
6	Washington Co. Fairgrounds	15,144	14,532	100	2.887	3.003
7	Wendy's	270	882	244	0.097	0.213
8	Exxon	270	882	244	0.097	0.213
9	Waffle House	2,328	2,940	187	0.473	0.588
10	Burger King	1,145	1,757	140	0.243	0.359
11	Hampton Inn & Suites	1,740	2,352	375	0.401	0.518
12	Candlewood Suites	2,430	3,042	270	0.511	0.627
13	Cambria Suites	1,136	1,750	182	0.252	0.365
14	Tanger Outlets	1,559	2,171	2,943	0.853	0.969
15	Country Inn & Suites	2,222	2,834	194	0.458	0.573
16	Courtyard by Marriott	3,049	3,661	481	0.668	0.784
X	Dairy Queen & Sunoco			approx.	1.2	1.3

	NB	SB
Wendy's	0.097	0.213
Burger King	0.243	0.359
McDonald's	0.413	0.529
Waffle House	0.473	0.588
Dairy Queen (applicant)	1.200	1.300

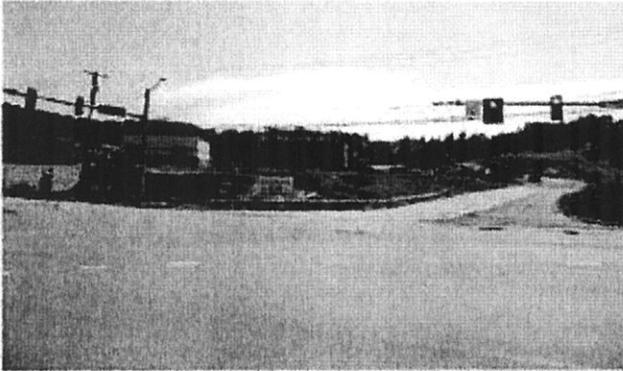
NOT ELIGIBLE TO BUMP IN THE NORTHBOUND DIRECTION - FARTHER FROM EXIT.

INSUFFICIENT SPACE TO CONTRUCT 2ND FOOD SIGN.



Aerial of the Park Place at Meadowlands development





BFS is building a superstore in South Strabane Township near the front of the Park Place at Meadow Lakes project.

BFS Foods and Tim Hortons are coming to Washington County – in the same building.

Frederick Food Service, a convenience store chain based in Morgantown, W.Va., is building one of its stores at Park Place at Meadow Lakes, a mixed-use project in North and South Strabane townships. It is still under construction at the intersection with Backtrack Road.

BFS has stores in four states – Pennsylvania, West Virginia, Ohio and Maryland. Four are in Greene County.

This will be its first store in Washington County, although it already has a location on Backtrack Road. It joins the Burger King there.

"We call this a superstore," says Jay Graham, director of marketing for BFS, east of the Park Place site. She said the 7,500-square-foot store will include a touch-free car wash, a Dairy Queen Grill & Chill, a Little Caesars Pizza and the Tim Hortons.

Graham said BFS anticipates an October opening for the store, which will be in South Strabane about the front of the project. The majority of Park Place is in North Strabane.

Hildebrand, Jack

From: Strojcek, Jeffrey
Sent: Tuesday, September 24, 2013 3:59 PM
To: Hildebrand, Jack
Subject: I-79 Exit 41 Dairy Queen - Sunoco
Attachments: SKMBT_C284e13092015570.pdf

Jack,

I performed the field view today for the Dairy Queen and Sunoco for I-79 Exit 41. Both locations are over a mile from the end of the nearest ramp. The site was still under construction, therefore, I was unable to access it for additional distance measurements or to verify hours, seating, etc. The field view spreadsheet can be found in both of the applicable job folders along with a couple photos. All business distances as measured on 3/19/2012 are still applicable (see attached).

If you have any questions, please let me know.

Thanks,

Jeff

Jeffrey F. Strojcek

RECEIVED SEP 10 2013



pa tourism
signing trust

PENNSYLVANIA TOURISM SIGNING TRUST
2300 Vartan Way, Suite 240, Harrisburg, PA 17110

(877) 272-1332 or (717) 412-4378
FAX: (717) 412-4401

DQ Grill & Chill

Logo Signing Program: 2013 FOOD APPLICATION

Submit the \$500.00 Application Fee payable to PA Tourism Signing Trust
Application Fee is non-refundable, and does not apply to the Participation Fee
Participation Fees are published at www.palogo.org

All sections of the application must be completed, and the Application Fee paid,
in order for the Application to be valid

This application expires sixty (60) days from the date of issuance of
the Trust's written decision on the application

Hwy. No.: I 79 Exit No.: 41 Exit Name: Racetrack Road
(I.e., I-49; US 42; PA 42) (I.e., I-29) (I.e., destination on green & white guide signs)

- Section 1: Definitions
- Section 2: Owner Information
- Section 3: Location Information
- Section 4: Eligibility/Compliance Information

SECTION 1: DEFINITIONS

OWNER: The individual or legal entity that has legal title to the rights and privileges under the logo signing agreement. [This is not the tradename nor a management company; but rather the entity that has the financial and operational interest in the property using the logo sign.] The **OWNER** is the entity that will be designated as the **Participant** under the PA Logo Signing Agreement. (For example: XYZ Services, Inc.)

TRADENAME: The trade or fictitious name under which the **OWNER** does business at this location. (For example: "McDonalds", "KOA Campground", "Holiday Inn", "Amoco")

SECTION 2: OWNER INFORMATION

REGISTERED BUSINESS OWNER NAME: ~~BFS Foods~~ Dairy Queen Gills-Chill-Marshall Bishop
ADDRESS: 1768 Mileground Road
CITY: Moundsville STATE: WV ZIP: 26051
PHONE: 304-291-6980 FAX: 304-291-6984
FEDERAL EIN #: 55-0686396 CONTACT NAME: Hayley Graham
EMAIL: hgraham@bfscompanies.com

OWNER is (check one and complete information for same)

- A. Sole Proprietorship (Name) _____
- B. Husband & Wife (Names) _____
- C. General Partnership (Names of all General Partners) _____
- D. Corporation (Date & State Incorporated) BFS Foods, Inc - 1989 - WV
- E. Limited Partnership (Names of General Partners) _____
- F. Limited Liability Company
Name of Manager: _____
If no Manager, names of all members having greater than 10% interest _____
- G. Registered Limited Liability Partnership (Names of partners having greater than 10% interest) _____
- H. Trust (Name of Trust) _____
(Names of Beneficiaries) _____

Names & titles of representatives authorized to execute documents on behalf of OWNER

Name	Title
Hayley Graham	Director of Marketing

BILLING NAME & ADDRESS: (if different than OWNER name & address) _____

PHONE: Same FAX: _____ CONTACT NAME: _____
EMAIL: _____

Date:	June 17, 2015
Subject:	Pre-Proposal Conference and Question and Answers
Solicitation Number:	Logo Trust 005
Due Date/Time:	June 25, 2015, 2:00 PM
Addendum Number:	1

To All Suppliers:

The Commonwealth of Pennsylvania defines a solicitation “Addendum” as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids or Request for Proposals), including but not limited to questions and answers, which are considered a material part of the solicitation.

Please see the following update:

Addendum 1 does the following:

1. Replaces RFP logo trust 005 Final with RFP logo trust 005 Revised 6-17-15
 - Clarifying the number of copies required described on the cover letter.
 - Adding that a Non-disclosure agreement may be required on Page 17.
2. Replaces Appendix E with Appendix E Revised 6-17-15
 - PUB 46 was updated.
3. Adds Appendix G – Pre-Proposal Meeting which includes:
 - Pre-Proposal Guide
 - Questions and Answers
 - Sign-in Sheets

Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the solicitation and any previous Addendum(s), remain as originally written.

Regards,

William G. Gipe | Manager
PA Department of Transportation
Bureau of Office Services |
400 North St. Keystone Bldg. 5th Floor | Harrisburg PA 17120
Phone: 717-783-8906 | Fax: 717-787-7185