

MICHIGAN VETERANS' MEMORIAL PARK (MVMP)

MONUMENT APPLICATION PROCESS

Guidelines and Requirements for Review and Acceptance

Guidelines are subject to change as deemed necessary by the Commission

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1.0 Purpose and Scope

1.1 Purpose

The purpose of these guidelines and requirements is to provide guidance on the appropriate design, size, and procedures for the acceptance of donation of memorials to Michigan Veterans' Memorial Park Commission (MVMPC). The Michigan Veterans' Memorial Park is maintained as a place of honor and memory where veterans and visitors can sense the serenity, historic sacrifice, and nobility of purpose of those who have served the Nation in the military. This document contains criteria and information to instruct Donor Organizations, MVMPC, and DTMB on the donation and acceptance of Memorial Monuments. The Application Process regarding proposals, installation, approval, and reporting of donations of Memorial Monuments are contained herein.

1.2 Definitions

1.2.1 Memorial Monument

Is a Commemorative Work; Commemorative Work is any statue, sculpture, structure, or monument designed to perpetuate in a permanent manner the memory of a group, event, a war, or similar major military conflict, a branch or major unit of the U.S. Armed Forces, or other significant element of American history. The Commission will review applications for new Monuments to ensure there are no more than one monument located at the Park representing a particular group, event, battle, etc. Once Commission has completed review of the application, a subsequent recommendation will be submitted to DTMB.

1.2.2 MVMP Construction Monitor

DTMB – Office of Design & Construction is responsible for monitoring construction progress and conducting the final inspection during construction of a Memorial Monument.

1.2.3 Donor Organization

The organization offering donation of a Memorial Monument.

1.2.4 Design and Construction Authorization

Any and all design and construction shall be authorized and supervised by the DTMB State Facilities Administration Operations Division and Design and Construction Division.

Foundation: as used for Standardized Memorial Monuments, is a concrete pad a total of 32' - 0" by 30' - 0" to provide support under the monument. (See Exhibit B for specifications). Design of the pad shall be completed by a licensed Engineer or Architect and shall address underground soil conditions, the weight of the monument, the possibility of frost heave, impact on site drainage, impact on underground utilities, impact to site irrigation, and any other issues that may be a concern to the Architect or Engineer.

The Donor Organization shall, at their cost:

1. Retain an independent professional quality control and material testing services firm for geotechnical investigation and construction testing.
2. Coordinate Project on site survey and appropriate research to identify site specific abnormal construction conditions.
3. Coordinate site specific geotechnical testing program of areas, consistent with the design and siting requirements.
4. Identify and confirm the site underground conditions sufficiently to accurately specify the construction requirements.
5. Establish the required construction quality control and materials testing program.
6. Define and specify the types of Project construction tests required and the approximate quantities to be tested.

Determine the appropriate proposed construction schedule to be part of the Construction Contract. Give consideration to all principal influencing factors, including, but not limited to, current and projected material delivery times, local labor contract periods, and other historical principal causes of delays.

Insurance Requirements: The licensed/registered Engineer or Architect shall purchase, maintain, and require such insurance that will provide protection from claims which may arise out of or result from the Professional firm's services, whether such service is performed by the Professional or performed by any of the Professional Firm's Consultant's or by anyone directly or indirectly employed by them, or by anyone for whose acts they may be liable. The Contractor must list the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees, and agents as additional insureds on their Commercial General Liability certificate. The Engineer or Architect must provide insurance certificates to the DTMB State Facilities Administration - Design and Construction Division assigned Project Director containing the project title and description of the project prior to the commencement of any on-site study or design services within 20 calendar days of the expiration date of the applicable policies) shall require that Subcontractors/Consultants maintain the required insurances, shall notify the DTMB State Facilities Administration Design and Construction Division within 1 business day if any insurance is cancelled; and shall waive all rights against the State for damages covered by insurance. Failure to maintain the required insurance does not limit this waiver. Further information concerning limits and types of coverages required can be found in the DTMB Construction Contract Section on Bonds and Insurance (see Exhibit A). The DTMB Design & Construction Division Contracting Section monitors insurance to assure that the MVMPC receive updated certificates as they expire.

To the extent permitted by law, the licensed/registered Engineer or Architect shall indemnify, defend and hold harmless the State from liability, including all claims and losses, and all related costs and expenses (including reasonable attorneys' fees and costs of investigation, litigation, settlement, judgments, interest and penalties), accruing or resulting to any person, firm or corporation that may be injured or damaged by the Engineer or Architect in the performance of his/her services and that are attributable to the negligence or tortious acts of the Engineer or Architect or any of its Subcontractors/Consultants, or by anyone else for whose acts any of them may be liable.

All Project deliverables, including but not limited to reports, Bidding Documents (including specifications, drawings, etc.), Contract Documents, electronic documents and data, and other Project related documents, including the copyrights, prepared and furnished by the Engineer or Architect shall become the property of the State of Michigan upon completion of the Project, completion and acceptance of the Engineer or Architect's work, or upon termination of the Project. Project deliverables shall be provided to the DTMB State Facilities Administration Design and Construction Division Project Director upon his/her request. The Engineer or Architect shall have no claim for further compensation as a result of this requirement. The Engineer or Architect may retain a copy of all Project documents for their files.

1.2.5 Memorial Plaque

A cast bronze or cast stainless steel plate with a commemorative inscription that shall be permanently mounted to a cut stone or natural boulder base. Size to be consistent with layout in future monuments design (Exhibit B).

1.2.6 Memorial Walkway, Path, or Trail

An area or areas (ADA compliant-see Exhibit B) for the collective display of memorials donated by various recognized veteran's groups.

1.2.7 Memorandum of Understanding (MOU) – Appendix J

A legal document describing a bilateral agreement between DTMB, MVMP, and the Donor Organization for a Memorial Monument. It creates a platform for a clear understanding of each party's commitments/purpose and sets out expectations for responses.

1.2.8 Review Board

A group consisting of the MVMP, DTMB-Design & Construction, and DTMB-Operations will provide input and recommendations on the design, aesthetics, and appropriateness of individual Memorial Monument proposals.

2.0 Record Keeping and Reporting

2.1 Required Documentation

Memorial Monuments shall be formally conveyed from the Donor Organization to the MVMP and DTMB through a Custody Receipt signed by all parties. Four (4)

sets of original Custody Receipts will be generated including reduced-sized final as-built drawings, MOU, and related correspondence. The MVMPC, DTMB and the Donor Organization will retain a set of documents, and one complete set will be maintained by the Michigan Library Archives.

2.2 Disposition of Records

All documentation maintained in DTMB offices should be considered permanent records and should be stored following the State Records Retention Schedule.

3.0 Memorial Monuments

3.1 General Guidelines and Requirements

3.1.1 Application for a Memorial Monument

An application will be considered only from organizations whose purposes, objectives and teachings, as exemplified by their constitution, by-laws and activities are primarily patriotic in nature. The organization must be based on a primary objective to honor and recognize military service and have thus acquired a distinctive patriotic character and purpose. Memorial Monuments may also be accepted from governments (federal, state, and local.)

3.1.2 Exclusivity of Memorial Monument

Only one Memorial Monument honoring a significant military event (as referenced in Section 1.2.1) will be accepted at the Michigan Veterans' Memorial Park.

3.1.3 Memorial Monument

The proposed Memorial Monument is secular in nature and primary focus is not on religious emblems or themes.

3.1.4 Incompatible Words or Design Elements

The proposed Memorial Monument words/verbiage or design elements shall be compatible with the MVMP or the State of Michigan mission to honor veterans.

3.1.5 Advertising

The proposed Memorial Monument shall not bear acknowledgment of individual or corporate contributors, nor any advertising.

3.1.6 Replication Approval

For all monument applications, the Donor Organization shall certify in writing that the monument is not a replication of an existing monument, memorial, or artwork from another location. If the monument is a replication, the donor shall certify in writing that the group has received any necessary permission(s) or approval(s) for replication.

3.1.7 Engineer/Architect Requirement

The Donor Organization's proposed Memorial Monument design team shall include a licensed/registered Engineer or Architect with experience in the design of similar projects. Specialty disciplines should be involved as needed for the specific project.

3.1.8 Design Features

The design, location, size, and features of the Memorial Monument shall be compatible with the existing infrastructure features of the MVMP such as roadways, curbing and gutter, pedestrian walkways, storm drainage system, underground and/or overhead utilities, topography, etc. Water features are not permitted in the MVMP.

3.1.8.1 Modification of Memorial Monument and related infrastructure

When existing infrastructure features (i.e., draining, lighting) of the MVMP need to be modified or new infrastructure features are necessary to accommodate any proposed modifications to the Memorial Monument, the design of these features shall be accomplished by the Donor Organization's Engineer or Architect as appropriate and included on the Memorial Monument contract documents to be submitted MVMP for approval.

3.1.8.2 Design and Construction

Design and construction of new or modified infrastructure features that are needed to accommodate the Memorial Monument shall be in accordance with Paragraph 3.4 "Compliance with all applicable State, County and Municipal Codes" and meet all DTMB standard construction guidelines and specification requirements. New or modified infrastructure design and construction shall match or exceed the physical and material characteristics, quality, and design of the existing infrastructure features of the DTMB/MVMP.

3.1.8.3 Design Evaluation

The proposed Memorial Monument design shall be evaluated by the MVMPC for artistic and commemorative merit, and the Commission will make recommendations for DTMB consideration.

3.2 Proposal Process

3.2.1 Donation Proposal

A proposal to donate a Memorial Monument shall be submitted in writing, in accordance with Appendix A, to the MVMPC.

A proposal to donate a Memorial Monument shall contain the following:

- Identification of Donor Organization (includes mailing address of Donor Organization, designation of organization's principal point of contact, and

other than government entities, documents or articles of incorporation, proof of tax-exempt status, and copy of the by-laws).

- Conceptual design drawings of proposed Memorial Monument showing:
 - Elevations, plan, and dimensions
 - Potential areas for inscriptions and proposed text, if applicable
 - Materials proposed
 - Conceptual landscape plan for proposed location, as required

3.2.2 Narrative of Commemorative Intent

Narrative of commemorative intent includes background and historical information on what group or event is being commemorated or memorialized, a statement of relevance or relationship of subject to Donor Organization and explanation of reasons for seeking placement in the MVMP.

3.2.3 MVMP Commission

- Acknowledges the conceptual proposal in writing and explains the Memorial Monument process and time frames to expect either approval or disapproval. (Appendix E)
- Reviews proposal for compliance with Monument Application Guidelines and Requirements.
- Forwards proposal to DTMB Operations & DTMB Design & Construction Division for review.

3.2.4 DTMB Operations & Design & Construction

- Reviews proposal in coordination with MVMPC.
- Makes recommendation for acceptance or non-acceptance of proposal to the MVMPC.

3.2.5 MVMPC makes recommendation on approval or disapproval of donation

- Prepares decision letter for signature. (Appendix F or G)
- Develops MOU to be signed by DTMB, the Donor and the MVMPC for acceptance of the memorial donation. (Appendix J)

3.3 Design Guidelines and Requirements

3.3.1 Character and Theme

The Memorial Monument shall be artistically designed and consistent with the mission of the MVMP. The Memorial Monument will be placed in perpetuity.

3.3.2 Size and Scale

The size and scale of the Memorial Monument shall be appropriate to the site and context within the MVMP. (Exhibit B)

3.3.3 Materials and Workmanship

The Memorial Monument shall be of durable and permanent materials (i.e., stainless steel, bronze, concrete/stone or other equally durable materials approved by the MVMP), designed with long term maintenance and upkeep in mind. Factors such as minimal maintenance preservation of the Monument shall also be considered. Materials should be appropriate to Michigan's climate, environment, and topography.

- The materials and workmanship of the Monument shall be of the highest quality, free of flaws and imperfections.

3.3.4 Compliance with Codes

The design and construction of the Monument shall comply with the latest edition of State of Michigan Construction Code; 1972 PA 230 as amended, the State of Michigan Energy Code, the Americans with Disabilities Act (ADA) requirements, the State of Michigan Barrier-Free Access Code requirements, and all Project related construction code requirements in effect at the time of design preparation. The Engineer or Architect selected to design the monument foundation shall submit that design to the State of Michigan Department of Licensing and Regulatory Affairs (LARA) - Bureau of Construction Codes for plan review and the Contractor selected for construction shall obtain through the State of Michigan LARA -Bureau of Construction Codes all required construction permits.

The Monument shall be readily accessible to people with disabilities in compliance with the Americans with Disabilities Act (ADA) requirements, the State of Michigan Barrier-Free Access Code requirements. The Donor or designee is responsible for adhering to the local accessibility requirements.

The Monument must comply with applicable federal statutes, Executive Orders, and state and local regulations establishing environmental standards.

3.3.5 Inscriptions

Inscriptions shall be meaningful to the broadest possible audience. Text and any design element on the Monument and related plaques shall be limited to interpretive information about the work itself or the subject it commemorates. Wording shall be both descriptive and concise. It may include a brief memorial inscription, or verse, quotation, or other brief wording appropriate to the work. Inscriptions shall not include words or design elements that are incompatible with the MVMP or the State of Michigan's mission to honor veterans, or that could be perceived as offensive or derogatory by a reasonable person. Plaques should be in scale with the work and complimentary. Dedication plaques shall be limited to name of the artist or designer, name of the donor group, and the date dedicated.

3.3.6 Safety

To ensure public safety, the Monument shall be free of hazards and consistent with DTMB's responsibility to maintain a safe environment.

3.4 Location Guidelines and Requirements

The specific locations for a Memorial Monument will be determined by the Commission and shall be consistent with the Monument Application Guidelines and Requirements.

Memorial Monuments shall be located only within MVMP grounds.

3.5 Design Documents Submission and Approval Process

3.5.1 Accepted Proposals

Memorial Monument proposals that are accepted by the MVMPC and DTMB and covered by a Memorandum of Understanding (MOU) will proceed to the design phase.

3.5.2 Donor Adherence

The Donor and the Donor's A/E firm shall adhere to the approved concept for the Memorial Monument and to the signed MOU (Appendix J).

Most Memorial Monuments will adhere to the following typical submission policy: One (1) proof of concept for the Commission's consideration to include one Schematic submission. Upon approval one (1) Design Development submission and one (1) Construction Document submission shall be provided by donor group. Depending on the complexity of the project the MVMPC and/or the DTMB may alter the submission requirements by adding or deleting certain reviews.

The Donor's A/E is responsible for producing a correct, complete, and fully coordinated set of drawings, design narrative, calculations, sample boards and specifications for the successful completion of the project in accordance with professional practice standards.

Soil Erosion and Sedimentation Control in the State of Michigan is regulated under the 1994 Public Act 451, as amended – The Natural Resources Environmental Protection Act, Part 91 – Soil Erosion and Sedimentation Control. Soil Erosion and Sedimentation Control associated with this Contract will be monitored and enforced by the DTMB State Facilities Administration Design and Construction Division. Submit Soil Erosion and Sedimentation Control plans/drawings to the DTMB State Facilities Administration Design and Construction Division's Soil Erosion and Sedimentation Control Program as the enforcing authority for this Project, no later than at the 90 percent final design stage.

3.5.3 Design Submissions

At each submission, the Donor's A/E shall date all material and present designs on standard size drawings that are appropriately labeled "SCHEMATIC SUBMISSION", "DESIGN DEVELOPMENT SUBMISSION", or "CONSTRUCTION DOCUMENT SUBMISSION", IN LARGE BLOCK LETTERS ABOVE OR BESIDE THE DRAWING TITLE BLOCK. In each submission, the Donor's A/E shall incorporate all corrections, adjustments and changes requested by MVMPC and DTMB from their review of the previous submission.

3.5.4 A/E Seal

Each Construction Drawing shall bear the seal and signature of the registered professional Architect, landscape Architect or Engineer responsible for its design. Before final contract documents are issued for construction, a principal of the design firm shall be required to provide a signed certification that all drawings and calculations have been properly signed and sealed by the appropriate individual for each discipline, in accordance with the rules and regulations of the State of Michigan. This certification shall be forwarded to the DTMB State Facilities Administration Design and Construction Division upon completion of the Construction Documents.

3.5.5 Donor Design Stage Submissions

The Donor or the Donor's A/E firm shall submit complete packages at each stage of design to the DTMB State Facilities Administration Design and Construction Division Project Director with copies to the DTMB State Facilities Administration Operations Division.

3.5.6 DTMB State Facilities Administration & DTMB Design and Construction Division

- Reviews design documents, receives, and consolidates comments from and prepares comments to be considered by MVMPC.

3.5.7 MVMPC

- Reviews submittal for approval or disapproval and returns to DTMB State Facilities Administration & DTMB Design and Construction Division Project Director.

3.5.8 DTMB State Facilities Administration Design and Construction Division Project Director

- Responds to donor group with consolidated MVMPC and DTMB comments at each stage of design document review.
- Upon completion of Construction Documents, DTMB State Facilities Administration Design and Construction Division Project Director makes recommendation on approval of design documents for the Memorial Monument.

3.6 Construction Requirements

3.6.1 Construction and Inspection

The Donor Organization and/or its general contractor shall coordinate the construction with the designated DTMB State Facilities Administration Design and Construction Division assigned Field Representative.

The contractor shall obtain all necessary licenses and/or permits required to perform the work. Copies of licenses / permits shall be provided to the DTMB State Facilities Administration Design and Construction Division assigned Field Representative prior to the start of any associated work.

On-site work must be performed during the Park's normal operating hours, unless otherwise approved by the MVMPC and DTMB Operations.

All on-site contractor work must be coordinated with the MVMP's ongoing grounds maintenance and operations. Work shall interfere as little as possible with normal functioning of the MVMP, including operations of utility services, fire protection systems, and any existing equipment, and with work being done by others. The construction contractor shall keep roads, parking lots and walkways clear of construction materials, debris, standing construction equipment, and vehicles. The contractor shall perform a clean-up of the construction site at the close of construction work each day.

The designated DTMB Field Representative shall monitor progress and inspect the work for compliance with the approved drawings, specifications, and project schedule.

The designated DTMB Field Representative shall make certain that the contractor leaves MVMP and surrounding grounds in the same or better condition after the construction of the monument is completed. All debris resulting from the construction shall be removed by the Contractor. Prior to Project Closeout, all parties must sign a DTMB-0445 Certificate of Substantial Completion and the Architect/Engineer/Contractor shall provide a complete set of record documents, Operations and Maintenance Manuals, and a minimum one-year guarantee for all work performed.

3.6.2 Liability requirements

Liability insurance requirements for each donated Memorial Monument shall be stipulated in the MOU between the State of Michigan-DTMB and the donor group. The donor group shall provide the contractor's Certification of Liability insurance in amounts as stipulated in the MOU. (Appendix J)

The Donor Organization is responsible for obtaining the Contractor's Certification of Liability Insurance, Performance and Payment Bonds (100% of total cost of project for projects totaling \$50,000 or more; and 50% for projects under \$50,000) and providing them to the designated Construction Monitor prior to start of construction.

The Donor Organization and its contractor are responsible for ensuring that all work is done in a manner that safeguards all State of Michigan employees and the public. The contractor shall be solely responsible for any and all actions of his/her employees and shall take all responsible precautions necessary to protect persons and property from injury or damage. Furthermore, the contractor and his/her employees shall fully comply with all applicable Federal, State, County and City Laws, ordinances, Right-To-Know laws, MIOSHA Construction Safety Standards, and MDEQ and EPA guidelines and regulations.

The Donor Organization and its contractor are responsible for the immediate replacement of any contractor-damaged structures, feature, or equipment, including but not limited to turf, trees, plant beds, landscaping; walks; curbs and gutters; road pavement; utility and service lines; valve boxes, irrigation lines and equipment, etc. **Damage shall be brought to the immediate attention of the DTMB Field Representative before any corrective action is taken.** The contractor shall bear all costs associated with repair, replacement, and reinstallation of damaged property to the DTMB - State Facilities Administration Operations Division's and Design and Construction Division's satisfaction.

3.6.3 Long-term Maintenance of Monuments

The MVMPC requires the Donor Organization provide a deposit of 10% of construction cost to be deposited into the MVMP maintenance fund to cover the cost of any/all future maintenance and repairs that arise (e.g., due to weather, aging of the monument, or vandalism of the monument).