

FMATS Historical Plaque Procurement and Installation Process

Approved 01.16.13

The Policy Committee approved \$10,200 for the procurement and installation of historical plaques in the greenspace. To accomplish this, the following process and tentative schedule is recommended by the FMATS Coordinator for approval by the Technical Committee and Policy Committee.

Assemble a Team to Review Possible Plaques Ideas

The FMATS Coordinator will assemble a team to compile, review, and approve the plaque contents. This team will be made up of George Lounsbury, Julie Engfer, Ron Inouye, Cindy Schumaker or Alaskan Native representative, Dermot or Terrance Cole, Donna Gardino and the Historic Preservation Committee representative, Pat Sackinger. The team will contact the Pioneer Memorial Park Board for their ideas, suggestions and helpful resources as well as the UAF Archives Library. The team will decide what an appropriate number of plaques would be in the space around the concrete plaza in the greenspace.

Mounting Design and Location Approval

The team will rely on DOT engineering staff for approval of the mounting and installation design specifications, methods and location approval. FMATS will obtain stamped, engineered drawings and specifications for the mounting system.

Item	Completion Date
Establish a Project	December 18, 2012
Contact the Pioneer Memorial Park Board	December 19 2012
Approval of the Procurement and Installation Process	January 16, 2013
Contact the UAF Archives Library	March 1, 2013
Review plaque ideas and selection	March 15, 2013
Create plaque design and mounting design	April 15, 2013
Conduct a bid process for the creation of the plaques	May 1, 2013
Conduct a bid process for the installation of the plaques	June 15, 2013