 <b>Department of Design and Construction</b>		<b>SPECIFICATION BULLETIN</b>	<b>SB</b>  <b>25-003</b>
<b>Title: PROJECT SIGN</b>			
Prepared: <div style="text-align: right;">7/7/2025</div>		Approved: <div style="text-align: right;">7/7/2025</div>	
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Date		Date	

#### APPLICABILITY:

- This Specification Bulletin (SB) is effective for projects advertised on or after 7/14/2025.

#### SUPERSEDEENCE:

- This SB supersedes the following SBs: **None.**

#### ATTACHMENTS:

1. *Section 1.06.46 (2 pages)*

#### REVISIONS TO THE NEW YORK CITY DEPARTMENT OF TRANSPORTATION STANDARD HIGHWAY SPECIFICATIONS, DATED 5/16/2022:

All references contained below are to the New York City Department of Transportation Standard Highway Specifications, Dated May 16, 2022. Said Standard Specifications are hereby revised as follows:

- a. **Refer** to Section 1.06.46 – Project Sign  
**Delete** in its entirety Section;  
**Substitute** the revised Section in Attachment 1 (2 pages)

For questions regarding this bulletin, please contact Richard Jones, [jonesri@ddc.nyc.gov](mailto:jonesri@ddc.nyc.gov).

## SECTION 1.06.46 – Project Sign

The Contractor is notified that the Contractor shall be required to furnish, install, maintain, and remove, when directed, Construction Project Information Signs (CPIS) as per Sec. 2-02(c)(3) of the NYCDOT Highway Rule and the cost shall be deemed included under all scheduled items of the contract. In addition, unless otherwise specified in the Special Provisions of the contract, the following Project Sign shall also apply:

### (A) PROJECT SIGN

1. Responsibility: The Contractor shall produce and install one (1) project sign which shall be posted and maintained upon the site of the project at a point and in a position where directed by the Commissioner. The Contractor shall protect the sign from damage during the continuance of work under the Contract and shall do all patching of lettering, painting and bracing thereof necessary to maintain same in first class condition and in proper position. Prior to fabrication, the Contractor shall submit an 8-1/2" x 11" color match print proof from the sign manufacturer of completed sign for approval by the Commissioner. Sign shall remain on display where posted until the completion of the work except that, when so ordered by the Engineer, the Contractor shall remove, relocate or repost sign as directed.
2. Sign Quality: The Contractor shall provide all materials required for the production of the sign as specified herein. Workmanship shall be of the best quality, free from defects and shall be produced in a timely manner.
3. Schedule: Upon project mobilization, the Contractor shall commence production and installation of the sign.
4. Removal: At the completion of all work under the Contract, the sign shall be removed and disposed of away from the site.
5.
  - a. Sign Construction with Image: shall be a one piece 4' x 8' x 1/8" (3mm) (minimum thickness) industrial standard type sign panel composed of double sided painted aluminum bonded to a solid polyethylene core. Paint shall be a factory applied surface that is flat white, smooth, and ready for the application of the vinyl sign graphics. Samples must be submitted for approval.
  - b. Sign Construction without Image shall be a one piece 4' x 4' x 1/8" (3mm) (minimum thickness) industrial standard type sign panel composed of double sided painted aluminum bonded to a solid polyethylene core. Paint shall be a factory applied surface that is flat white, smooth, and ready for the application of the vinyl sign graphics. Samples must be submitted for approval.
6. Sign Graphics:
  - a. All visual components of the sign are in an Adobe \*.pdf file, which is provided by the Commissioner's representative. The file is not to be altered for composition, type font or image from the version provided by NYCDDC. The Commissioner's representative shall provide a complete file with data and image. The digital file shall be provided by NYCDDC to the Contractor (on a CD or via E-mail) for printing.
  - b. The NYCDDC \*.pdf file with names provided by the Commissioner shall be reproduced digitally at the Sign Panel size of 4' x 8', or 4' x 4' without Image, on outdoor non-fading vinyl with matte uv laminate with 6-year lifespan made by 3M, Avery, Orical, or an approved equivalent. Vinyl shall be guaranteed for six years. Guarantee must cover fading, peeling, chipping or cracking.


### (B) FEDERAL HIGHWAY ADMINISTRATION (FHWA) PROJECTS

For contracts with FHWA funding, no Project Signs will be required on this project.

(C) FEDERAL TRANSIT ADMINISTRATION (FTA) PROJECTS

In addition to the Project Sign specified above, the Contractor shall also be required to furnish and install an FTA Project Sign as shown below. The FTA Project Sign shall be posted and maintained upon the site at a point and in a prominent position where directed by the Commissioner. The Contractor shall protect and repair the sign from damage during the continuance of work under the Contract. In addition, the requirements for Sign Quality, Schedule, and Removal as specified above will also apply to the FTA Project Sign and the sign panel material shall be the same as that used for the Project Sign required above, but with the dimensions and details as follows:

- Overall sign height: 30", with three equal bands, each 10" high
- Overall sign width: 67.5" (60" horizontal bottom + 7.5" skew of parallelogram)
- Three bands of equal size, with the following formatting:
  - Topmost band: White lettering on a red background
  - Middle band: Blue lettering on a white background
  - Bottom band: White lettering on a blue background

	<b>FEDERAL TRANSIT ADMINISTRATION PROJECT</b>
<small>(LONG PROJECT DESCRIPTION, MATCHING THE DESCRIPTION ON THE COVER OF THE BID BOOKLET)</small>	
<small>Together with All Work Incidental Thereto (BOROUGH OR CITYWIDE) CITY OF NEW YORK</small>	
<b>IMPROVEMENTS SPONSORED BY: NEW YORK CITY NEW YORK STATE DEPARTMENT OF TRANSPORTATION U.S. DEPARTMENT OF TRANSPORTATION</b>	