

For additional reading on monuments and memorials in Wesley Bolin Memorial Plaza, see:

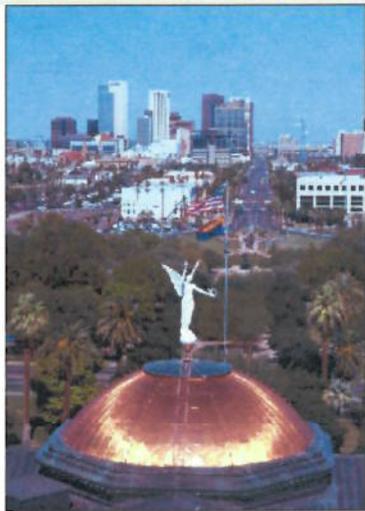
A.R.S. § 41-1363

A.R.S. § 41-1364

A.R.S. § 41-1365

For additional questions on monuments and memorials or for more information, please contact the ADOA by calling:

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STATE OF
ARIZONA

A Guide to Establishing Monuments and Memorials



"Death comes to all, but great achievements build a monument which shall endure until the sun grows cold."

-Ralph Waldo Emerson

State of Arizona

Department of Administration
General Services Division
Building & Planning Services



MONUMENT/MEMORIAL ESTABLISHMENT PROCESS



Tribute to Veterans of Several Wars

1. A member of the State Legislature must be contacted to sponsor the monument/memorial.

2. The sponsor introduces the proposal as a bill where it is heard and voted on by the Legislature.

3. If approved by the Legislature, the bill is sent to the Governor for signing. Upon signature, the bill becomes law.

4. The proponent of the monument/memorial is responsible for all costs associated with its construction. Pursuant to A.R.S. § 14-1363, public funding is prohibited on privately-sponsored monuments/memorials. Costs include, but are not limited to: a) design, b) construction, c) maintenance (the State is only responsible for tree-trimming, pressure-washing, and sweeping), & d) deposit into the State Monument & Memorial Repair Fund.*

(*All proponents of new monuments/memorials are required to deposit a minimum of 10% of the total design & construction costs, including the value of any pro bono work, OR an amount deemed appropriate by the ADOA, into the State Monument & Memorial Repair Fund.)

5. Once a Legislative Act authorizes the monument/memorial, the bill then goes to the Arizona Department of Administration (ADOA), General Services Division, where Building & Planning Services reviews the plan for the monument/memorial.

(Note: At this point, the proponent of the monument/memorial must provide the following proposed information to the ADOA: a) design, b) dimensions, & c) location.)

6. The ADOA reviews the monument/memorial's design concept and dimensions with respect to the following criteria: a) durability of materials, b) susceptibility to vandalism, c) ease of maintenance, d) ADA accessibility, e) safety hazards, & f) location that meets the following criteria: appropriate for the purposes of highlighting the monument/memorial and preserves the integrity of the governmental mall.



7. Once the ADOA reviews the design concept, a proposal must be submitted to the Historical Advisory Committee for the purpose of verifying the monument/memorial's historical accuracy.

(Note: At this point, the proponent of the monument/memorial must provide the following proposed information to the Legislative Governmental Mall Commission (LGMC): a) design plans, b) materials to be used, c) colors to be used, d) appearance of the monument/memorial, & e) any text that will appear either directly on the monument/memorial or on any plaques.)

8. The ADOA then submits its review and recommendations to the LGMC.

9. The LGMC then approves the final design, dimensions, location, maintenance, and text requirements of the monument/memorial.

10. Prior to construction, a contract must be signed between the proponent & ADOA specifying the following: a) conditions of design, b) dimensions, c) location, d) finalized list of any pro bono work, e) finalized list of artists, f) finalized list of contractors, g) finalized list of subcontractors, h) proof of insurance (Arizona Certificate of Insurance) for each contractor, i) construction drawings and specifications sealed by a professional engineer or architect, j) Certificate of Observation for State Construction by a licensed engineer or architect, k) proof that sufficient resources are available to complete the construction, & l) 10% of the total design and construction costs (or greater amount) has been deposited into the State Monument & Memorial Repair Fund.

11. The monument/memorial must be completed and dedicated to the State of Arizona within two (2) years of the effective date of the Legislative Act authorizing the monument/memorial.

12. Once the monument/memorial is erected, the State reserves the right to relocate it if necessary or appropriate. In the event that the monument needs relocation, the ADOA will notify the proponent.

MONUMENT/MEMORIAL ESTABLISHMENT CHECKLIST

- [1] Develop a project concept, timeline, and milestone worksheet.
- [2] Contact a member of the Legislature to sponsor the project.
- [3] Appoint a panel to evaluate potential artists and contractors.
- [4] Conduct a panel meeting to review selection criteria.
- [5] Develop and draft a call to artists. Advertise the call via free listings.
- [6] Organize a panel meeting to review the applications.
- [7] Organize the information for presentation to the panel.
- [8] Conduct an artist-selection meeting.
- [9] Notify the finalists.
- [10] Conduct a second artist-selection meeting.
- [11] Review and approve the panel's selected artist.
- [12] Negotiate and prepare a contract for the artist.
- [13] Conduct a meeting with the artist, the design team, and the community.
- [14] Review the final design presentation and make any necessary changes.
- [15] Interview contractors.
- [16] Select a contractor.
- [17] Negotiate and prepare a contract for the contractor.
- [18] Obtain necessary permits.
- [19] Sign contract with ADOA.
- [20] Begin construction.
- [21] Arrange for clean-up.
- [22] Coordinate dedication ceremony.
- [23] Inspect the final product.