

SECTION S637 – FIELD OFFICE

S637-1 DESCRIPTION

Work consists of furnishing and installing field office as required in Contract Documents and as directed by Project Manager.

For purposes of this specification, all references are in accordance with *NYSDOT Standard Specifications (US Customary Units dated May 1, 2008)* edition, including any addenda.

S637-2 MATERIALS

S637-2.01 General

Field office is to be for sole use of resident engineer, and is to be separate from any other building used by Contractor. Field office is to be within weatherproof building or mobile trailer that is habitable, in good condition, free of any health or safety hazards, readily accessible to public, and located within reasonable short distance of project site. Field office is to be in compliance with New York State Uniform Fire Prevention and Building Code, 19 NYCRR, and all applicable local building, safety and health regulations and laws. If requested, Project Manager is to be provided with copy of Certificate of Occupancy for field office.

Signage is to be placed so as to readily identify and locate field office. Field office sign is to be conspicuously placed or mounted on field office. If necessary, other signage is to be posted that will be capable of directing public to location of field office. Freestanding sign supports are to be breakaway type.

Field office sign board is to be 3 feet by 4 feet, constructed from 3/4 inch thick duraply or A-A exterior grade plywood, painted with two coats of white exterior enamel paint. Lettering is to be done with one color, pms 287C blue, and is to be done by either silk screen process, die cut vinyl letters (permanent adhesive), hand lettering, or stencil.

Field office sign is to have following information denoted, all in capital letters, centered horizontally on sign board:

- FIELD OFFICE
- NAME OF PROJECT
- CONTRACTOR'S NAME
- CITY AND RESIDENT ENGINEER CONTACT PHONE NUMBERS

FIELD OFFICE and NAME OF PROJECT are to be swiss 721 condensed bold 3 inch letters 1.50 inch line spacing.

CONTRACTOR'S NAME and CITY AND RESIDENT ENGINEER CONTACT PHONE NUMBERS are to be swiss 721 condensed bold 1 inch letters 0.75 inch line spacing.

Paved or other hard surfaced (crushed stone or gravel material) parking area is to be located immediately adjacent to field office. Each parking space is to be at least 9 feet wide by 18 feet deep, with minimum of two parking spaces provided immediately adjacent to field office.

S637-2.02 Field Office – General Requirements

Field office is to have minimum ceiling height of 7 feet. Doors and windows are to be weatherproofed, and each equipped with adequate and operational locking devices. Windows are to be minimum of 8 square feet, screened, and capable of being opened and closed to provide adequate ventilation.

Restroom is to be separately enclosed room, lockable from inside, properly ventilated and in compliance with applicable sanitary codes. Restroom is to be provided with operational flush-type toilet, all lavatory amenities, necessary paper and soap products, and hot and cold running water.

Potable water from local municipal water supply, or bottled with heating/refrigerator unit to provide hot and cold water.

Electrical system capable of providing continuous service to operate all equipment and have adequate amount of receptacles. Dedicated 20 amp electrical service is to be provided for operation of computer equipment.

Electric light is to be provided by non-glare type luminaries capable of providing minimum illumination level of 100 foot candles at desk-height level.

Fire extinguishers, smoke and carbon monoxide detectors are to be located in each room and are to be fully operational and properly installed.

Heating and cooling equipment that is operational and capable of maintaining constant ambient air temperature of 70°F, ±5°F.

S637-2.03 Field Office – Equipment and Furnishing

Computer Connection. Dedicated telephone line or high speed internet connection for computer access. Provide separate jack for internet connection in each room. Computer will be supplied by resident engineer.

Digital Camera. Digital camera complete with all necessary hardware, cables, operating manuals, and other pertinent media required for operation of digital camera unit itself, including connecting digital camera to office computer system. Digital camera must be able to download images to computer without any proprietary software having to be installed on computer.

Facsimile (Fax) Machine. Plain paper laser or inkjet fax machine with dedicated telephone line. Fax machine is to be capable of sending and printing maximum paper size of 8-1/2 inches x 14 inches, with minimum 20 page memory storage, 20-sheet document feeder, and 50-sheet paper capacity. Fax machine is to be able to transmit at least 6 pages per minute and have an autodial/redial with minimum of 50 phone number memory capability. Fax machine is to be capable of storing and printing outgoing message confirmation information and printing sender's name, fax number and page number on incoming faxes.

First Aid Kit. Type III first aid kit in accordance with ANSI Z308.1 Minimum Requirements for Workplace First Aid Kits. First aid kit is to be kept properly stocked at all times.

Paper Supplies. Provide total of three packages of multi-purpose white paper (500 sheets, 20 pound, 92 brightness) as initial stock. Provide one package for each paper size required (8-1/2 inches x 11 inches, 8-1/2 inches x 14 inches, and 11 inches x 17 inches).

Photocopy Machine. Heavy duty electric dry-process type photocopy machine, capable of copying paper sizes 8-1/2 inches x 11 inches, 8-1/2 inches x 14 inches, and 11 inches x 17 inches.

Stove. Electric, propane or bottle gas type stove with minimum of two burners adequate for rapid drying of soil samples, including adequate supply of fuel or electrical supply. Stove is required only when Excavation and Embankment or Culverts and Storm Drains are included in project, and separate field laboratory is not included.

Telephone with Answering Machine. Telephone with answering machine capable of recording outgoing message up to 60 seconds in duration, and receiving minimum of 40 incoming messages of 60 seconds in duration. Answering machine must include automated voice marking of time and day of each message received, and provide message mark so that new messages may be played back without erasing old messages. Answering machine is to include remote programming of playback, backspace, and outgoing message re-record and allow for retrieval of messages without remote control unit. Provide extension telephone for each separate room.

Telephone Lines. Separate telephone lines are to be provided for telephone, fax machine and high speed internet connection for computer access. Provide separate jack for telephone and internet connection in each room.

Thermometer. Minimum-maximum thermometer displaying in degrees fahrenheit and mounted with an external probe to give both indoors and outdoors temperature.

Coat Rack. Metal or wood coat rack or closet capable of holding at least 4 coats.

Drafting Stool. Fully assembled adjustable height type drafting stool with backrest.

Drafting Table. Fully assembled adjustable height tilting top drafting table with brackets and legs and approximate dimensions of 3 feet x 6 feet.

Filing Cabinet. Fire resistant, legal size 2-drawer or 4-drawer filing cabinet with locks and two keys each, meeting requirements of ANSI/UL Standard 72 for Insulated Filing Devices, Class 350-1 hour.

Office Chair. Fully assembled adjustable type office chair with arms and 5 legs with casters, 2 office chairs per office desk.

Office Desk. Fully assembled and freestanding office desk, minimum of 5 feet long, 2-1/2 feet wide, 2-1/2 feet high, with at least 2 lockable drawers.

Pencil Sharpener. Manual or electric pencil sharpener, minimum one per room.

Plan Filing Rack. Vertical plan filing rack constructed of metal, capable of hanging up to four sets of plan drawings up to 24 inches x 36 inches in size, with four hanging clamps included.

Role File Unit. Eight compartment role file unit. Each compartment is to be approximately 6 inches x 6 inches capable of housing rolls of cross-sections that are minimum of 22 inches long.

Storage Locker. Metal or wood storage locker with shelve(s), tumbler lock and two keys for storage of survey, GPS and testing equipment. Total locker space footprint is to be minimum of 2-1/2 square feet, and is to be minimum 6 feet high.

Table. Commercial-grade rectangular table with weather/spill resistant top, minimum size of 6 feet long, 2-1/2 feet wide, and 2-1/2 feet high.

Wastebasket. Wastebasket with minimum capacity of 6 gallons. Provide one wastebasket for each desk and table.

S637-2.04 Field Office – Type A and Type B

Field office Type A is to have minimum of 160 square feet of floor space with one outside door and at least four windows.

Field office Type B is to have minimum of 330 square feet of floor space with two outside doors and at least six windows. Field office is to be partitioned to provide minimum of two rooms with an adjoining door. Smaller room is not to be less than 96 square feet in floor area and is to contain two windows.

S637-2.06 Field Office - Minimum Requirements

Field Office		
Item Description	Type A	Type B
Parking spaces	2	3
Area floor space	160 square feet	330 square feet
Number of rooms (not counting restroom)	1	2
Restroom	1	1
Doors – outside	1	2
Windows	4	6

Field Office Equipment		
Item Description	Type A	Type B
Fire extinguisher	1	2
Smoke detector	1	2
Carbon monoxide detector	1	2
Computer connection	1	2
Digital camera	1	1
Facsimile (Fax) machine	1	1
First aid kit	1	1
Paper supplies	3 reams (1 each paper size)	3 reams (1 each paper size)
Photocopy machine	1	1
Telephone w/answering machine	1	1
Telephone w/o answering machine	-	1
Telephone lines	3	3 (5 connections)
Thermometer	1	1
Coat rack	1	1
Drafting stool	1	2
Drafting table	1	2
Filing cabinet	(1) 2 drawer	(1) 4 drawer
Office chair	2	4
Office desk	1	2
Pencil sharpener	1	2
Plan filing rack	1	1
Role file unit	1	1
Storage locker	1	1
Stove (if required)	1	1
Table	1	1
Wastebasket	3	5

S637-3 CONSTRUCTION DETAILS

Field office is to be fully equipped and made available for use and occupancy by City's project representative prior to start of any other work on project. Such use and occupancy is to be made available until City relinquishes its use.

City will retain ownership of any data storage media, data storage containers and consumables.

Contractor is responsible to maintain field office complete with furniture and equipment in safe and operable condition, and have adequate stock of supplies and materials on hand at all times. Equipment provided with field office is to be fully operational prior to resident engineer occupying field office. Contractor is to provide instruction to project engineer regarding proper use and operation of equipment provided with field office.

Furniture and equipment is to be fully assembled, operational and clean. Field office is to be cleaned and rubbish removed as necessary, but not less than at least once per week. Field office is to be kept free of pests, both human and otherwise.

Areas subject to pedestrian access, and vehicular circulation and parking, are to be maintained and kept clear of debris and accumulation of any weather related materials such as leaves and snow.

Contractor is responsible, until use and occupancy of field office is relinquished by City, for any damage, direct or indirect, of whatever nature, occurring to property of City and property of resident engineer which is kept in field office. Such property will be limited to only those items used by resident engineer in performance of project related work activities. Such property is to be replaced within 30 days of reported damages and includes any loss caused by, but not limited to, fire, theft, vandalism or malicious mischief.

Resident engineer is to provide Contractor with detailed list of project related items, with corresponding dollar values, belonging to City and resident engineer which are kept in field office. Resident engineer is to provide Contractor with updates when something on list changes. Contractor will not be responsible for any items kept in field office that are not on this list, or are not project related.

After completion of project, field office is to be disassembled. If mobile trailer was used as field office, it is to be removed from location, and area cleaned and restored to original or better condition within 30 days of removal of mobile trailer.

S637-4 METHOD OF MEASUREMENT

Quantity to be measured for payment will be number of months to nearest quarter (0.25) of month for which field office has been properly provided.

Measurement will not commence any sooner than date of start work order is effective, and will cease when City relinquishes its use.

S637-5 BASIS OF PAYMENT

Unit price bid includes cost of: providing and furnishing field office complete with all required fixtures, equipment, paper supplies, furniture, parking; signage; maintenance and repair of fixtures, equipment, furniture; weekly cleaning and upkeep; repair or replacement of City and resident engineer project related property that is damaged or lost due to fire, theft, vandalism or malicious mischief; removal mobile trailer and site restoration; and furnishing all labor, material and equipment necessary to complete work.

Payment will be made for each month of availability for occupancy by resident engineer.

No payment will be made under Field Office for each calendar day during which there are deficiencies in compliance with these requirements. First calendar day commences 24 hours after written notice has been delivered to Contractor of such deficiency. Amount of such calendar day nonpayment will be determined by dividing unit price bid per month by 30.

Payment will be made under:

ITEM NO.	ITEM	PAY UNIT
S637.10	Field Office - Type A	Month
S637.11	Field Office - Type B	Month