**SP-XX** – **field office**

Version Date: 02/11/2019 Revision Date: XX/XX/XXXX by XXX

**1.0 Description**

This work shall consist of furnishing and maintaining a field office for use of the contractor and the City. Half of the field office will be designated for use by the contractor with the other half of the field office being for use by the City which can include City Inspectors, City Engineers, and City hired Engineers and inspectors.

**2.0 Method**

The location of the office shall be arranged, secured, and coordinated by the Contractor. Location of the project field office shall be in the immediate vicinity of the project area. Field office shall not be placed within any temporary or permanent easements owned by the City. The field office and appurtenances shall be set up, equipped, and made ready for use within twenty (20) days of the receipt of the written Notice to Proceed. The field office and appurtenances shall remain the property of, and shall be maintained in good condition and appearance by the Contractor until completion of the contract work.

When a mobile field office facility is furnished, it shall be leveled, blocked, and anchored in accordance with Standard A 225.1 of *Manufactured Home Installations, 1987 of the National Conference of States on Building Codes and Standards, Inc.* or the requirements of the local government that has jurisdiction.

The Contractor shall install, provide and maintain utilities such as heat, electricity, and air conditioning.

The Contractor shall provide and maintain a reasonable access road to the field office location together with parking for a minimum of four (4) vehicles in the proximity of the field office site.

Upon completion and acceptance of the project work the Contractor shall remove the field office from the project site, and unless otherwise directed, shall restore all areas affected by the field office installation, including the entrance road and parking areas, to a condition equal to or better than existed prior to installation of the field office.

**3.0 Materials and Furnishings**

The Contractor shall furnish all materials and furnishings as set forth below:

a. Table I for the Office Type specified. Be provided with all items in a clean, usable condition.

* 1. Be structurally sound, entirely enclosed, secure, properly ventilated, and waterproof.
	2. Have a ceiling height of not less than seven (7) feet and a width not less than ten (10) feet.
	3. Be attractively painted or sided on the outside with a finished interior.
	4. Be provided with two (2) exterior doors, except Type C Office shall have one door, that shall be equipped with dead-bolt type cylinder locks, including four (4) keys for each lock. Exterior lock and hasps, or equivalent, shall also be provided for each door.
	5. At least two (2) windows shall be equipped with screens and with provisions for opening and closing. Latches or other approved locking provisions to secure the windows shall be provided.
	6. Window blinds shall be available and provided for all windows.
	7. Be provided with adequate artificial lighting to provide an average of fifty (50) candlepower to all work areas within the office. Overhead lamps for each desk and drafting table shall be provided. Electric service shall be continuous for the period the field office is being utilized to service this contract. Electric lights and power service shall be supplied with at least four (6) or more 110 volt electrical duplex convenience outlets properly grounded and spaced in each room.
	8. Be provided with adequate heating and cooling equipment capable of maintaining an ambient air temperature of 70 ± five degrees F during the periods of weather that can be expected to occur during the construction period.
	9. Be furnished with toilet facilities within the field office. Offices shall be swept, dusted, and waste receptacles emptied. Toilet facilities shall be sanitized and cleaned, and paper towels, hand soap, and toilet paper shall be replenished.
	10. Office must have Wi-Fi available.

b. The field office shall be furnished with the following listed minimum equipment in good condition and as specified in Table I.

* 1. Desk(s) shall have a minimum of two (2) drawers on each side and have minimum surface dimensions of 30 inches by 60 inches. A standard office chair with arm rests and casters shall be provided with each desk.
	2. A slant-top adjustable height-drafting table with the approximate dimensions 36-inches wide by 60-inches long and 36-inches height with an adjustable height-drafting stool.
	3. A portable meeting table of approximate dimensions 36-inches wide by 72 inches long and 30-inches high, and a minimum of six folding or stacking office chairs.
	4. Closets with a minimum clear height of seven (7) feet and approximately 24-inches by 30-inches equipped with two adjustable and removable shelves.
	5. Bookcases or built-in shelving equivalent to five-4 feet long shelves, each ten (10) inches wide and twelve (12) inches in height, suitably located to reflect an office environment.
	6. Underwriters Laboratory approved wall mounted Fire Extinguisher with a minimum rating of 10 ABC.
	7. Minimum of one (1) 16-unit first aid kit, approved by or certified by the American Red Cross or equivalent.
	8. Each field office entrance will be provided with non-skid steps and landing platform with safety handrail.

c. Prior to mobilizing and setting up the field office, the Contractor shall prepare and submit detailed plans of the office to the Engineer.

d. The Contractor shall provide access to the Engineer for visual verification that the office and equipment meet contract requirements prior to mobilizing the field office to the work site.

**TABLE I - Field Office Type**

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| --- | --- |
| **Equipment** | **Type**  |
| Minimum Floor space (sq. ft.) | 200 (1) |
| Window Space (sq. ft.) | 30 |
| Heating & Air Conditioning | Yes |
| Desks and Chairs | 2 |
| Meeting Table | 1 |
| Drafting Table and Stool | 2 |
| Folding/Office Chairs | 6 |
| Water | Water Cooler or Bottled Water |
| Inside sanitary facility | 1 |
| Microwave | Yes |
| Cupboards, closets, etc. | \* |
| Lockable File Cabinet | 1 |
| Printer/Copier/Scanner | 1 |
| Fire Extinguisher | 1 |
| First Aid Kit (16 unit) | 1 |
| Window Blinds | Yes |
| Electrical Service | Yes |
| Lamps for Desks and Tables | Yes |

Footnotes: \* Reasonable number for the size of the office.

**4.0 Measurement**

This item will measured and paid for per month at the contract unit price established for this bid item in the contract under “Field Office”, and includes mobilization and demobilization.

**5.0 Payment**

Payment as described herein will be full compensation for all labor, materials, supplies, equipment, rental fees, utility charges, permits, and incidentals required to provide, equip, maintain, insure, and clean-up the site following demobilization of the field office unit. Upon completion of the project and following removal of the office and any appurtenant structures, utilities, surfacing, etc., the affected areas shall be either restored to their former condition or improved as may be specified on the project plans.

Payment will be made under:

**FIELD OFFICE……………………………………………………………………………………….............…….…………………………..……**.**MONTH**