

SECTION 015200 - FIELD OFFICE, EQUIPMENT, AND SERVICES

PART 1 -- GENERAL

1.1 THE REQUIREMENT

- A. The CONTRACTOR shall provide field offices and equipment and furnish related services at the Site.
- B. The CONTRACTOR shall furnish one Owner's Field Office for the exclusive use of the City and Engineer as specified herein. The CONTRACTOR shall furnish one Contractor's Field Office as required for his operations to serve as the headquarters of its operations.
- C. The cost of installing and removing the field office facilities, equipment, and related services, including the cost of all utility connections, utility bills, and services shall be the responsibility of the CONTRACTOR.
- D. Field offices shall be located at a spot designated by the ENGINEER.

1.2 FIELD OFFICE SCHEDULE

- A. Field offices, equipped as indicated herein, shall be provided at the Site, ready for use by the ENGINEER and the OWNER within 14 Days after the commencement date stated in the Notice to Proceed. The CONTRACTOR'S attention is directed to the condition that no payment for that portion of the Contract Price designated for mobilization, or any part thereof, will be approved for payment until the field office facilities indicated herein have been provided. The provisions for such payment are included in Section 015000 - Mobilization.
- B. Unless released earlier by the ENGINEER in writing, field offices shall be maintained in full operation at the Site with all utilities connected and operable until the Notice of Completion has been executed or recorded. Upon execution or recordation of the Notice of Completion, or upon early release of the field office by the ENGINEER, the CONTRACTOR shall remove the field office within 14 Days from said date, and shall restore the Site occupied by the field office to the condition indicated.

PART 2 -- PRODUCTS

2.1 CONTRACTOR'S FIELD OFFICE

- A. **General:** The CONTRACTOR shall furnish and maintain a suitable field office which shall be the headquarters of its representative authorized to receive drawings, instructions, or other communications and articles. Any communication given to the said representative or delivered to the CONTRACTOR'S field office shall be deemed to have been delivered to the CONTRACTOR. The field office shall be separate from the OWNER'S field office, but placed in close proximity to the OWNER'S field office.

- B. Copies of the Drawings, Specifications, Permits, Record Drawings, and other Contract Documents shall be kept at the CONTRACTOR'S field office and available for use at all times.

2.2 OWNER'S FIELD OFFICE

- A. **General:** The CONTRACTOR shall furnish one Owner's Field Office for the exclusive use of the City and Engineer. The office shall be well lit, air conditioned, and have a toilet room containing a water closet and lavatory partitioned off from the working area. The CONTRACTOR shall provide necessary electrical, telephone, and network wiring, hot water heater; plumbing; toilet and lavatory fixtures; air conditioning equipment; adjustable mini-blinds for all windows; shelving; and furniture for the field office as specified herein. The CONTRACTOR shall furnish power, water, and sewer for the field office. The CONTRACTOR shall provide daily janitorial services and bottled water service in connection with the field office.
- B. The office shall be one, double wide portable trailer with a minimum of 1,400 square feet. The trailer shall be separate from the CONTRACTOR'S field office and not attached to or connected to any other structure.
- C. A decked area with handrail and ADA access ramp and steps shall span the length of the field office. All features of the finished walkway shall meet OSHA Safety Standards. Decked areas shall be neither attached to nor supported by the trailer, but shall be independently braced and supported as required to be free standing. New, pressure treated lumber shall be used to construct decked area, ramp, and steps. All fastening devices including nails, screws, nuts, bolts, and washers shall be hot dip galvanized or stainless steel.
- D. The office shall include the following features:
 - 1. Double wide trailer, overall minimum width 24'.
 - 2. Four (4) private offices, minimum size of 12' x 12'
 - 3. One (1) conference room, minimum size of 20' x 12'
 - 4. One (1) common area that can accommodate at least 2 desks, 2 filing cabinets, 1 plan table, and 2 bookcases
 - 5. One (1) toilet room containing a water closet and lavatory partitioned off from the working area. The water closet shall not be of the chemical type but shall be of a water flush type with an approved holding tank. The toilet room door shall be provided with a latch set.
 - 6. Two (2) exit doors, each equipped with an exterior door lock. All lock sets shall be identically keyed and five (5) copies of the key shall be provided to the OWNER.
- E. Field office shall be provided with sufficient lighting to produce not less than 100 foot-candles at desktop height at each desk location. Interior lighting shall be rapid start, flush mounted, fluorescent fixtures with acrylic diffusers compatible with trailer ceiling

system. Exterior lighting shall be provided over exterior doors. Exterior lights shall be 150 watts, weatherproof, adjustable floodlights.

- F. Outlets: A minimum of three (3) 110-VAC duplex electric convenience outlets shall be provided in each office and in the conference room and common area. In addition, at least 5 dedicated circuits shall be provided for the copy machine and four office computers. The electric distribution panel shall service not less than (24) 110 VAC circuits.
- G. Sinks and toilet facilities shall be connected to outside plumbing. Sanitary waste shall be routed to an existing lift station located just east of the Sludge Dewatering Building for disposal to the OWNER's sanitary sewer system.
- H. The office trailer may be either new or used at the CONTRACTOR'S option, but must be leased. CONTRACTOR-owned trailers shall not be acceptable. A used trailer, if provided, shall be of first class condition in all respects.

2.3 FIELD OFFICE PREPARATION

- A. The CONTRACTOR shall prepare the location of the field offices as follows:
 1. Clear and grub at the location of each field trailer to remove existing landscaping and grass.
 2. Re-grade to remove bermed areas and promote surface drainage to avoid flooding.
 3. Provide eight inches (8") of compacted limerock base under and around the perimeter of the office facilities. The limerock base shall extend no less than 10 feet around the perimeter of the office area. Slope limerock base to promote surface drainage and avoid flooding.
 4. Provide six (6) parking spaces with unrestricted access adjacent to the OWNER's field office for the exclusive use by the OWNER and ENGINEER. Provide eight inches (8") of compacted limerock base under and around the parking area. The limerock base shall extend no less than three feet around the perimeter of the parking area. Slope limerock base to promote surface drainage and avoid flooding.

2.4 OWNER'S FIELD OFFICE FURNISHINGS

- A. The CONTRACTOR shall furnish the following items in good condition in the primary field office:

Number	Furnishing Type / Description
6	Standard 30- by 60-inch desks with not less than 3 drawers each
1	Conference table, 48" x 120"
1	Plan table 36- by 72-inch top; 36-inches tall

1	Plan rack (all metal plan-hold type) capable of holding 6 sets of plans, complete with 6 standard all metal plan-hold clamps
6	File cabinet, legal size, 4 or 5 drawer with lock and 3 keys, double suspension, complete with Pendaflex suspension racks for each drawer
4	Office chairs, standard armrest type, adjustable, swivel, tilt-back with casters
10	Conference room chairs, adjustable, swivel, tilt-back with casters
10	Folding chairs
8	Waste baskets
4	Dry erase marker boards with one set of markers and eraser, 36" x 42", with 4 sets of color markers and erasers
4	Tack board, 36" x 24"
6	4 or 5 shelf bookshelf
1	Bottled water dispenser unit (supplying cold water) and bottled water service and supply of paper cups
1	Mini-refrigerator, minimum 4.3 ft ³ storage capacity
1	Microwave, minimum 1.0 ft ³ capacity, 600 watt
1	Paper towel holder, wall mounted, spring loaded
1	Kitchen area laminated countertop, 60" wide x 30" deep with stainless steel sink complete with plumbing and connection to sanitary sewer, and 3 hinged door bottom cabinet compartments

2.5 OWNER'S FIELD OFFICE SERVICES

- A. **Electrical Service:** The CONTRACTOR shall provide power to the field offices at no additional cost to the OWNER for the duration of the construction project.
- B. **Water and Sewer Service:** The CONTRACTOR shall provide water and sewer service to the field offices at no additional cost to the OWNER for the duration of the construction project.
- C. **Janitorial Service:** Regular daily janitorial services shall be furnished during working hours each working day. Offices shall be swept, dusted, and waste receptacles emptied. Toilet facilities shall be sanitized and cleaned daily, and paper and soap supplies shall be replenished. Kitchen area shall be cleaned and paper supplies replenished. A continuous supply of toilet paper, paper towels, and hand soap shall be

furnished for the toilet facility. A continuous supply of paper towels and hand soap shall be furnished for the kitchen area sink.

- D. **Bottled Water Service:** Regular bottled drinking water service. Bottled water shall be delivered on a regular basis, no less than bi-weekly, to supply new full bottles and remove empty bottles. All costs for water service shall be the responsibility of the CONTRACTOR.
- E. **HVAC Service:** Filters associated with HVAC equipment shall be checked monthly and replaced with new filters or satisfactorily cleaned, dependent on filter type.

2.6 TELEPHONE AND NETWORK SERVICE

- A. Within 14 Days after the commencement date stated in the Notice to Proceed, the CONTRACTOR shall provide in each of the field offices one speakerphone at each desk for the use of the OWNER'S or ENGINEER'S employees in connection with the WORK.
- B. Telephone service shall be capable of handling five (5) separate telephone numbers.
- C. The field office shall be pre-wired for telephone service and network service. One (1) telephone and network jack shall be provided in each office, two (2) in the common area, and two (2) in the conference room. The CONTRACTOR shall install Cat-5e network jacks with Cat-5e network cable for the network service. All lines shall be properly identified as to their respective office or outlet point.
- D. The CONTRACTOR shall obtain and pay for a service contract with a local representative for same day on site service of any equipment provided as part of the field telephone service.

2.7 MULTIFUNCTION COPY MACHINE

- A. The CONTRACTOR shall provide one new multifunction office color copy machine in the Owner's Field Office for the exclusive use of the OWNER and ENGINEER. The copier shall be able to perform the following functions: copy, scan, print, and fax.
- B. The copier shall meet the following minimum specifications:
 - 1. Designed for a minimum of 150,000 copies per month
 - 2. Black and white or color copying, printing, and/or scanning
 - 3. Capable of automatically feeding 8½" x 11" and 11" x 17" originals and copying them onto plain bond paper sheets
 - 4. Automatic copy sorter
 - 5. Paper capacity: Minimum two trays, 500 sheet capacity each tray
 - 6. Magnification: 50% to 200%
 - 7. Copy/print speed: 20 ppm

8. Resolution: 600 x 600 dpi
 9. Copy Features: auto color selection, auto tray selection, automatic 2 sided, auto reduction/enlargement
 10. Print memory – 2 GB
 11. Connectivity: Ethernet, USB 2.0
 12. Scan destinations: scan to email, scan to folder, network scan
- C. The CONTRACTOR shall obtain and pay for a service and repair contract with a local representative of the copy machine dealer or manufacturer for on-call daily on-Site service. The CONTRACTOR shall furnish powders, cartridges, chemicals, or other materials required for proper operation of the copy machine, exclusive of paper. The OWNER will supply paper.
- D. Manufacturers, or Equal: The copy machine shall be the latest model from:
1. **Gestetner**
 2. **Sharp**
 3. **Toshiba**
 4. **Xerox**

PART 3 -- EXECUTION (NOT USED)

- END OF SECTION -