

SECTION 109 ENGINEER'S FIELD OFFICE

109-1 Description.

Provide, furnish, and maintain an Engineer's Field Office for exclusive use by the Authority. When applicable, use Fence Type B as detailed on Design Standards, Index No. 802 to enclose the field office. Place the fence at least 35 feet from the front and 5 feet from the other three sides of the field office. Place one 4-foot gate and one 12-foot gate at locations designated by the Engineer. The site of the field office location shall include appropriate exterior lighting for security.

109-2 Office Requirements.

109-2.1 General Requirements: The field office shall be a building or mobile trailer erected at a location approved by the Engineer and shall be separate from any building used by the Contractor.

The office ceiling height shall be at least 7 feet with a minimum floor space of 4,000 SF. The total floor area shall be partitioned according to the following table:

Total Area Required (minimum)	# of offices ¹	# of large rooms ²	# of restrooms	# of storage room ³	# of Conference rooms ⁴
4,000 ft ²	6	3	2	1	1

¹Offices shall have a minimum floor area of 120 ft².
²Large rooms shall have a minimum floor area of 150 ft². One of the rooms must be located at the Precast Yard.
³Storage room or Conex shall have a minimum floor area of 150 ft², have power, be lockable and meet requirements for storage of Nuclear testing devices.
⁴Conference room shall have a minimum floor area of 400 ft² and be at least 12' wide with a min of two electrical outlets.

Each office and large room shall have at least one weatherproof window, two electrical outlets, one telephone outlet, and one Category 5 Ethernet outlet. Each window opening shall have a minimum area of 8 square ft², be screened, open and close and be lockable.

Equip each outside door with a handle and deadbolt lock.

The Engineer may approve an equivalent facility provided it meets the minimum specified requirements.

109-2.2 Equipment and Furniture: Include the following equipment and furniture:

Item	Description and or Quantity
(a) Lighting	Electric light, non-glare type. Luminaires to provide a minimum illumination level of 500 ft-cd at desk height level.
(b) Heating and Cooling	Adequate equipment to maintain an ambient air temperature of 70 ± 5°F.
(c) Office Desks	10 desks with draws, locks and keys
(d) Office chairs	15
(e) Stackable chairs	16
(f) Conference chairs	16
(g) Fire Resistant Cabinets: Must meet the requirements for Filing Devices, Insulated Class 350-1 Hr Label, of the Underwriters' Laboratories, Inc. Specifications	3 – 4 drawer legal sized Lateral File with lock and 2 keys 3 – 4 draw letter sized Vertical File with lock and 2 keys
(h) Office Table: each 3' by 6'	3
(i) Conference Table: each 3' by 12'	1
(j) Plans Racks: vertical filing plan racks for four sets of 11 by 17 inch plans	2
(k) All in one copier, facsimile, scanner and printer with network capabilities	1
(l) Potable Water or Water Cooler	If cooler is used, maintain adequate water supply.

(m) Restroom (See section 109-2.1 for number of restrooms required.)	An enclosed room with a flushing toilet and a sink with running water. Both the sink and toilet that are properly connected to either a sanitary sewer or septic tank as required by local building codes.
(n) Storage Room or Conex:	One storage room large enough to store surveying instruments and testing equipment which meets the requirements for storage of nuclear gauges. Provide the room with a lock, light and electrical outlet.
(o) Maintenance:	Maintain all facilities and furnished equipment in good working condition.
(p) Fire Extinguisher:	Three, 5 pound, Class ABC non-toxic, dry chemical, fire extinguishers meeting Underwriters Laboratories, Inc. rating 3A-40B:C.
(q) Security:	Provide alarm system and adequate lighting to provide adequate security of all facilities and furnished equipment.

109-2.3 Occupancy and Maintenance: Provide a field office for Authority use, beginning 30 calendar days before Contract Time begins and remaining for 30 calendar days after final acceptance, unless the Authority requests removal earlier. Do not begin work before the field office is available for Authorities use.

Maintain the field office in good condition and appearance, inside and out. After the designated period, remove all portable buildings or trailers, equipment, furniture, fencing, surfacing, and utilities. Leave the areas with a finish soil layer cleaned, and seeded, if required, and in an acceptable condition approved by the engineer. Retain ownership of the facility. Early removal requests by the Authority will be in writing and will provide not less than ten days' notice to the Contractor.

109-3 Compensation.

Payment will be made as part of the project lump sum cost. Duration of availability for field office for use by Authority personnel during the period described in 109-2.3. Price and payment will be full compensation for all labor, material, equipment, furniture, lease fees, electrical service charges, water service charges, and sewer service charges, and internet provider charges necessary to provide, furnish, maintain, and remove the field office, furniture, and equipment.