

ORIGINATION FORM

Date: 12/1/2010

Originator: David Sadler

Contact Information: 414-5203 / david.sadler@dot.state.fl.us

Specification Title: Engineers Field Office (Occupancy & Maintenance)

Specification Section, Article, or Subarticle Number: 109 (109-2.3)

Why does the existing language need to be changed? To provide the Engineers Field Office 30 calendar days prior to the commencement of contract time. This will allow greater flexibility in setting up the field office.

Summary of the changes: Modify the timeframe for availability of the Engineers Field Office field office from 30 calendar days prior to contract time beginning as opposed to the 10 calendar days currently in the spec.

Are these changes applicable to all Department jobs? No. If not, what are the restrictions? Only projects which utilize SP1090000

Will these changes result in an increase or decrease in project costs? Yes. If yes, what is the estimated change in costs? Based on data related to projects Final Accepted between July 2008 & June 2010, the overall cost increase is projected as a 3.18% increase above the original bid amount for the Engineers Field Office pay item.

With who have you discussed these changes? District Construction Engineers & District Consultant Construction Engineering & Inspection Managers

What other offices will be impacted by these changes? Design

Are changes needed to the PPM, Design Standards, SDG, CPAM or other manual? Yes, Basis of Estimate Manual, Chapter 11, Pay Item 109-71-A (1-5)

Is a Design Bulletin, Construction Memo, or Estimates Bulletin needed? No, provided the BOE is updated at the same time the revised SP is implemented.

Contact the State Specifications Office for assistance in completing this form.

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M E M O R A N D U M

DATE: January 4, 2011

TO: Specification Review Distribution List

FROM: Rudy Powell, Jr., P.E., State Specifications Engineer

SUBJECT: Proposed Specification: **1090000 Engineer's Field Office.**

In accordance with Specification Development Procedures, we are sending you a copy of a proposed specification change.

This change was proposed by David Sadler of the State Construction office to modify the time of availability of the Engineer's Field Office from 10 days to 30 calendar days prior to commencement of contract time. Based on past experience, the additional time is needed for acquiring access to electrical and communication services.

Please share this proposal with others within your responsibility. Review comments are due within four weeks and should be sent to Mail Station 75 or to my attention via email at SP965RP or rudy.powell@dot.state.fl.us. Comments received after **January 31, 2011** may not be considered. Your input is encouraged.

RP/dt
Attachment

ENGINEER'S FIELD OFFICE.

(REV ~~2-17-10~~~~12-274-101~~)-(FA ~~4-26-10~~)-(1-11)

PAGE 151. The following new Section is added after Section 105:

**SECTION 109
ENGINEER'S FIELD OFFICE**

109-1 Description.

Provide, furnish and maintain an Engineer's Field Office for exclusive use by the Department. Use Type B Fencing as detailed on Design Standards, Index No. 452, 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.

109-2 Office Requirements.

109-2.1 General Requirements: The field office shall be a building or mobile trailer erected at a location selected 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 as specified in the plans. The total floor area shall be partitioned according to the following table:

Minimum Total Area Required	# of small rooms ¹	# of large rooms ²	# of restrooms
300 ft ²	1	1	-
600 ft ²	2	2	1
900 ft ²	3	2	1
1,200 ft ²	5	3	2
1,500 ft ²	6	4	2

¹small rooms shall have a minimum floor area of 90 ft².
²large rooms shall have a minimum floor area of 150 ft².

Each room shall have at least one weatherproof window and two electrical outlets. Each window shall have a minimum area of 8 ~~square feet~~^{ft²}, be screened and open and close to provide adequate ventilation. Equip each outside door with a 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	Office Size (ft ²)				
	300	600	900	1,200	1,500
(a) Lighting	Electric light, non-glare type luminaires to provide a minimum illumination level of 100 ft-cd at desk height level.				
(b) Heating and Cooling	Adequate equipment to maintain an ambient air				

Item	Office Size (ft ²)				
	300	600	900	1,200	1,500
	temperature of 70 ± 5°F.				
(c) Desks (with drawers and locks)	1	3	5	8	10
(d) Office chairs	1	3	5	8	10
(e) Stackable chairs	4	8	10	12	16
(f) Fire Resistant Cabinet: fire resistant, legal size, four drawer, with lock and two keys, meeting the requirements for “Filing Devices, Insulated (36E9)” Class D Label, of the Underwriters’ Laboratories, Inc. Specifications	2	2	3	3	4
(g) Drafting-type tables: each 3 -by -6 feet, supported by wall brackets and legs	3	3	4	4	5
(h) Draftsman’s stools	3	3	4	4	5
(i) Office Table: each 3 -by -6 -feet	1	1	2	2	3
(j) Plans Racks: vertical filing plan racks for four sets of 11 -by -17 -inch plans	1	1	1	2	2
(k) Potable Water or Water Cooler	If cooler is used, maintain adequate water supply.				
(l) Restroom	An enclosed room with toilet, sink with running water (can be nonpotable) and with proper sewer connection or septic tank. Number of restrooms as specified in 109-2.1.				
(m) Storage Room:	A room large enough to store surveying instruments and testing equipment. Provide the room with lock and electrical outlet.				
(n) Maintenance:	Maintain all facilities and furnished equipment in good working condition.				
(o) Fire Extinguisher:	Two, 5 -pound, non-toxic, dry chemical, fire extinguishers meeting Underwriters’ Laboratories, Inc.,				
(p) Security:	Provide adequate security of all facilities and furnished equipment.				

109-2.3 Occupancy and Maintenance: Provide a field office for Department use, beginning ~~ten-thirty~~30 calendar days before Contract Time begins and remaining for 30 *calendar* days after final acceptance, unless the Department requests removal earlier.

Do not begin work before the field office is available for Department use.

Maintain the field office in good condition and appearance, inside and out. The Department will provide janitorial services and supplies, including paper supplies for the restrooms. After the designated period, remove all portable buildings or trailers, fencing, surfacing and utilities and leave the areas with a finish soil layer cleaned, and seeded, if required, and in an acceptable condition. Retain ownership of the facility.

Early removal requests by the Department will be in writing and provide not less than ten days notice to the Contractor.

109-3 Compensation.

Payment will be made for each day the field office is available for use by Department personnel during the period described in 109-2.3. Price and payment will be full compensation for all labor, material, equipment, furniture and utility charges necessary to provide, furnish, maintain, and remove the field office. The Department will pay all telephone charges.

Payment will be made under:

Item No. 109- 71- Field Office - per day.