

**109 ENGINEER'S FIELD OFFICE.**  
**(REV 5-8-13) (FA 5-16-13) (1-14)**

PAGE 150. The following new Section is added after Section 107:

**SECTION 109**  
**ENGINEER'S FIELD OFFICE**

**109-1 Description.**

Provide, and maintain an Engineer's Field Office for use by the Department. Provide adequate security of all facilities and furnished equipment. Provide electric, water, sewer, telephone (2 lines), and high speed or broadband internet services. When a mobile trailer is provided, use Type B Fencing 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 adequate exterior lighting for security.

When a mobile trailer is erected, provide access compliant with Americans with Disabilities Act (ADA) requirements.

**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 <sup>1</sup>	# of large rooms <sup>2</sup>	# of restrooms
300 ft <sup>2</sup>	1	1	-
600 ft <sup>2</sup>	2	2	1
900 ft <sup>2</sup>	3	2	1
1,200 ft <sup>2</sup>	5	3	2
1,500 ft <sup>2</sup>	6	4	2

<sup>1</sup>small rooms shall have a minimum floor area of 90 ft<sup>2</sup>.

<sup>2</sup>large rooms shall have a minimum floor area of 150 ft<sup>2</sup>.

Each room shall have at least one weatherproof window, two electrical outlets, one telephone outlet, and one Category 5 Ethernet outlet. Each window shall have a minimum area of 8 square feet, be screened and open and close to provide adequate ventilation. Equip each outside door with a lock. Provide 2 keys for each outside door lock suitable for duplication by the Engineer if additional keys are required.

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 <sup>2</sup> )
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	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 temperature of 70 ± 5°F.				
(c) Desks (with drawers and locks)	1	3	5	8	10
(d) Office chairs	9	11	13	24	26
(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 (UL 72)” Class 150 Label, of the Underwriters’ Laboratories, Inc. Specifications	2	2	3	3	4
(g) Telephones with teleconferencing capability including speaker phone	2	2	3	5	6
(h) Office Table: each 3 by 6 feet	1	1	2	2	3
(i) Conference Table: each 4 by 8 feet	1	1	1	2	2
(j) All in one copier, facsimile, scanner machine, and printer	1	1	1	1	1
(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) Fire Extinguisher:	Two, 5 pound, non-toxic, dry chemical, fire extinguishers meeting ANSI/UL 299 and ANSI/UL 711.				

**109-2.3 Occupancy and Maintenance:** Provide a field office for Department use, beginning 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 facility and furnished equipment in good working 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, equipment, furniture, fencing, surfacing, and utilities. 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, lease fees, electrical service charges, water service charges, and sewer service charges, telephone and internet provider charges, and charges necessary to provide, furnish, maintain, and remove the field office, furniture, and equipment.

Payment will be made under:

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