

- ITEM 637.11---25 – ENGINEER’S FIELD OFFICE – TYPE 1**  
**ITEM 637.12---25 – ENGINEER’S FIELD OFFICE – TYPE 2**  
**ITEM 637.13---25 – ENGINEER’S FIELD OFFICE – TYPE 3**  
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**1. DESCRIPTION:**

- 1.01 This work shall consist of providing, for the Engineer’s use, a building, or a portion thereof, or a modular trailer of a specified type erected at a location approved by the Engineer. In addition, all computer hardware, software and necessary internet communication capabilities as enumerated within this specification shall be provided for the duration of the contract.

**2. MATERIALS:**

- 2.01 **Engineer’s Field Office.** The Engineer’s Field Office shall be within a secured, weatherproof building or mobile trailer. If two (2) or more mobile trailer units are provided, they shall be joined with weatherproof connections. Mobile trailers shall be in new or like new condition. The Contractor may furnish equivalent facilities in an existing building, provided that the building is located to provide convenient service. The Contractor shall supply the Engineer with a copy of the Certificate of Occupancy for the existing building.

The Engineer’s Field Office shall be in accordance with the requirements of the New York State Uniform Fire Prevention and Building Code, 19 NYCRR, and any applicable local codes.

The electrical system shall be able to continuously operate all equipment and be provided with adequate receptacles. To accommodate computer equipment, the field office shall be provided with a dedicated 20 amp electrical service and a vacant floor-to-ceiling area with a 39 in. x 39 in. footprint along a wall for the installation of a computer hardware rack/cabinet. Electric light shall be provided by non glare-type luminaires to provide a minimum illumination level of 1,000 lux at desk-height level. An ambient air temperature of 70°F ±10°F shall be maintained.

Fire extinguishers and smoke and carbon monoxide detectors shall be provided and installed.

The Engineer’s Field Office shall be partitioned to provide separate rooms, defined as either “small” or “large”, with adjoining doors. Table 637-1 below contains the minimum area requirements for each of the office types.

<b>TABLE 637-1 ENGINEER’S FIELD OFFICE AREA REQUIREMENTS</b>					
<b>Physical Requirement</b>	<b>Engineer’s Field Office Type</b>				
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Min. total floor area (ft <sup>2</sup> )	540	860	1300	2475	2700
Min. number of small rooms	2	3	2	3	6
Min. floor area of each small room (ft <sup>2</sup> )	100	100	120	150	175
Min. number of large rooms	1	1	2	2	2
Min. floor area of each large room (ft <sup>2</sup> )	200	200	240	300	350

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2. **MATERIALS:** (cont’d)

2.01 **Engineer’s Field Office** (cont’d)

- A. **Potable Water.** From a local municipal water supply, certified well or bottled with a heating/refrigerator unit to provide hot and cold water. An exterior frost-free hose bib shall be provided in a location adjacent to the Engineer’s Field Office. The hose bib need not be installed on a potable water line, and if the water in the line is not potable, it shall be clearly marked as such.
- B. **Restroom.** A separately enclosed room, lockable from the inside, that is properly ventilated and in compliance with applicable sanitary codes. The Contractor shall provide all lavatory amenities, necessary paper and soap products, hot and cold running water and a toilet. The toilet shall be flush-type where sanitary facilities are available, and a type approved by the Engineer prior to installation where sanitary facilities are not available. The minimum required number of restrooms to be provided is specified in Table 637-2.
- C. **Parking Area.** The Contractor shall provide and/or construct paved or hard surfaced (gravel or bank-run material) secure parking area with dedicated parking spaces adjacent to the Engineer’s Field Office. Each parking space shall be 9 ft by 18 ft, and the minimum required number of spaces to be provided is specified in Table 637-2.
- D. **Field Office Signs.** The sign panel material shall be aluminum, fiberglass, plywood or lightweight plastic. The sign sheeting shall be ASTM Type III. The sign panel shall be 3 ft by 4 ft with white legend on green background with the phrases as positioned and described below. If erected at a location where the sign might be struck by an errant vehicle, the sign support shall be a breakaway type.

The letters in the phrase "FIELD OFFICE" shall be 6 inch C series with the top of the letters 6 inch below the top of the panel. The letters in the phrase "ENGINEER-IN-CHARGE" shall be 6 inch, B series with the top of the letters 18 inch below the top of the panel. The letters in the phrase "N.Y.S. THRUWAY AUTHORITY" shall be 1.5 in, E series with the top of the letters 30 in below the top of the panel. All phrases shall be centered horizontally on the panel.

If the Engineer’s Field Office is not located within or adjacent to the contract limits, two (2) additional signs shall be displayed conspicuously within the contract limits. The signs shall be similar to the above description, except that they shall be 4 ft high by 5’-3” wide and have an additional bottom line of text containing the street address of the Engineer’s Field Office. The letters in the street address shall be 6 in, B series with the top of the letters 3 ft below the top of the panel and centered horizontally on the panel.

- E. **Mailbox.** Standard mailbox (with post if necessary) or post office box meeting the requirements of the U.S. Postal Service.
- F. **Telephone and Answering System.** A separate telephone and digital answering system for the exclusive use of the inspection staff. The minimum required number of telephone voice

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2. **MATERIALS:** (cont'd)

2.01 **Engineer's Field Office** (cont'd)

**F. Telephone and Answering System** (cont'd)

lines to be provided is specified in Table 637-2 (these lines are in addition to the separate lines to be provided for the facsimile machine and dial-up computer access if high speed internet access is not available where the field office is located). The telephone and answering system shall provide the ability to answer all voice lines from each voice line, transfer calls to all voice lines and be equipped with a single, dedicated answering system.

A minimum of one (1) telephone shall be cordless and a minimum of one (1) telephone shall be equipped with speaker and conference call capability. The remaining telephones, at least one (1) per required voice line, shall be extension telephones with minimum 23 ft long cords. The digital answering system shall be capable of recording outgoing messages up to 60 seconds long and receiving a minimum of 40 incoming messages of 60 seconds duration. The system must include automated voice marking of time and day of each message received and provide a message mark so that new messages may be played back without erasing old messages. The system shall include remote programming of playback, backspace, and outgoing message re-record and allow for the retrieval of messages without a remote control unit.

**G. Facsimile Machine.** Plain paper laser or inkjet facsimile machine with a dedicated telephone line. The machine shall be capable of sending and printing a maximum paper size of 8.5 inch x 14 inch, have a minimum 20 page memory storage, a minimum 20-sheet document feeder, a minimum 50-sheet paper capacity, transmit at least 6 pages per minute and have an autodial/redial with a minimum of 50 phone number memory. The machine shall be capable of storing and printing outgoing message confirmation information and printing the sender's name, fax number and page number on incoming faxes.

**H. Photocopier.** Heavy duty, electric, dry-process photocopying machine. The machine shall be capable of duplex copying paper sizes of 8.5 inch x 11 inch, 8.5 inch x 14 inch and 11 inch x 17 inch, and have separate trays for each paper size. It shall have a document feeder, collator and the capability to reduce/enlarge copies between each paper size. One (1) case (5,000 sheets, 20 lb, white) of each paper size shall be provided as initial stock.

**I. Paper Shredder.** Automatic start, heavy duty cross-cut paper shredder. The shredder shall be able to receive 8.5 inch wide paper and shred a minimum of 15 sheets simultaneously along with CDs and staples.

**J. Adding Machine.** Tape type, four-function adding machine that registers to at least 10 digits. The minimum required number of adding machines to be provided is specified in Table 637-2.

**K. Pencil Sharpener.** Manual or electric pencil sharpener, minimum 1 per room.

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2. **MATERIALS:** (cont’d)

2.01 **Engineer’s Field Office** (cont’d)

- L. Exterior Bulletin Board.** An installed 4 ft x 8 ft weatherproof bulletin board in front of or adjacent to the Engineer’s Field Office. The bulletin board may be attached to an outside wall of the office. The location selected must be handicapped accessible and clearly visible.
- M. Interior Bulletin Board.** An installed, wall-mounted 4 ft x 6 ft bulletin board made of cork or similar material in a large room, and one (1) 2 ft x 4 ft wall mounted bulletin board installed per room.
- N. Dry Erase Board.** Installed, wall-mounted 2 ft x 4 ft dry erase boards, minimum one (1) per room.
- O. Storage Locker.** Metal or wood storage locker with shelves, a tumbler lock and two (2) keys for the storage of survey, GPS and testing equipment. The total locker space footprint provided shall be a minimum of 9ft<sup>2</sup> with a minimum height of 6 ft.
- P. Fire Resistant Cabinet.** Fire resistant, legal size filing cabinet with locks and two (2) keys each, meeting the requirements of ANSI/UL Standard 72 for Insulated Filing Devices, Class 350-1 hour. Each office shall be provided with two (2) 2-drawer cabinets, and the required number of additional 4-drawer cabinets as specified in Table 637-2.
- Q. Bookcase.** Self-standing, 3-shelf metal or wood bookcase, approximately 4 ft high, 4 ft wide and 1 ft deep. The minimum required number of bookcases to be provided is specified in Table 637-2.
- R. Wastebasket.** Minimum 7 gallon wastebasket, minimum one (1) per desk.
- S. Refrigerator.** Electric, top-freezer type providing a minimum storage space of 14 ft<sup>3</sup> for Engineer’s Field Office Types 1 and 2, and a minimum storage space of 21 ft<sup>3</sup> for Types 3, 4 and 5.
- T. Kitchenette.** To include a minimum 1 ft<sup>3</sup>, 1,300 watt microwave oven, a sink with hot and cold running water with minimum dimensions of 15 inch x 15 inch x 6 inch deep, usable counter space with minimum dimensions of 5 ft long x 2 ft deep and cabinet space with minimum dimensions of 5 ft long x 20 inch deep x 30 inch high. If the water in the sink is not potable, it shall be clearly marked as such.
- U. Stove.** Electric, propane or bottle gas stove with a minimum of two (2) burners adequate for rapid drying of soil samples, including fuel or electrical supply. A stove is required when a separate Field Laboratory is not included.
- V. First Aid Kit.** A Type III kit in accordance with ANSI Z308.1 Minimum Requirements for Workplace First Aid Kits. The minimum number of first aid kits to be provided is specified in Table 637-2.

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## 2. MATERIALS: (cont’d)

### 2.01 **Engineer’s Field Office** (cont’d)

- W. **Thermometer.** A minimum-maximum thermometer displaying in degrees Fahrenheit and mounted with an external probe to give the temperature both indoors and outdoors.
- X. **Coat Rack.** A metal or wood coat rack or closet capable of holding at least 4 coats. The minimum required number of coat racks to be provided is specified in Table 637-2. A single coat rack may be provided as long as it holds the minimum number of coats as per Table 637-2.
- Y. **Office Desk and Chair.** Fully assembled freestanding office desks and chairs. Each desk shall have a 60 inch long by 30 inch wide work surface and a height of 28 inch, at least 2 lockable drawers and include an adjustable shelf approximately 12 inch wide and no less than 30 inch long. Each desk shall also be provided with an adjustable chair with arms, 5 legs with casters and be adjustable from approximately 16 inch to 24 inch in height. Each desk shall have a dedicated electrical outlet receptacle. The required number of office desks and chairs to be provided is specified in Table 637-2.
- Z. **Office/Conference Table.** Commercial-grade rectangular table with weather/spill resistant top a minimum of 8 ft long by 30 inch wide by 28 inch high. The minimum required number of office/conference tables to be provided is specified in Table 637-2.
- AA. **Folding Chair.** Commercial-grade, folding steel chair with approximate overall dimensions of 30 inch high by 18 inch wide by 20 in deep. The minimum required number of folding chairs to be provided is specified in Table 637-2.
- BB. **Drafting Table.** Adjustable height, tilting top drafting table with brackets and legs and approximate dimensions of 6ft long by 3 ft wide x 3 ft high. The minimum required number of drafting tables to be provided is specified in Table 637-2.
- CC. **Drafting Stools.** Adjustable height stool with backrest. The minimum required number of drafting stools to be provided is specified in Table 637-2.
- DD. **Vertical Plan Filing Rack.** Constructed of metal, capable of hanging up to 12 sets of plan drawings up to 3 ft x 4 ft in size, 12 hanging clamps included. The minimum required number of vertical plan filing racks to be provided is specified in Table 637-2.
- EE. **Roll File Unit.** Twelve (12) compartments, each measuring approximately 6 inch x 6 inch. The minimum required number of roll file units to be provided is specified in Table 637-2.

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**2. MATERIALS:** (cont’d)

**2.01 Engineer’s Field Office** (cont’d)

<b>TABLE 637-2 ENGINEER’S FIELD OFFICE FURNISHING REQUIREMENTS</b>					
<b>Furnishing Description</b>	<b>Required Number per Engineer’s Field Office Type</b>				
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Restrooms	1	1	2	2	3
Parking spaces	6	8	12	18	22
Telephone voice lines	2	3	4	4	5
Telephone line for computers * When high speed internet is unavailable	1	1	1	1	1
Telephone line for facsimile	1	1	1	1	1
Adding machines	2	2	2	3	6
Fire resistant cabinets (4-drawer)	2	3	4	6	8
Bookcases	5	7	10	12	16
First aid kits	1	1	1	2	2
Coat racks	1	2	3	4	5
Office desks and chairs	4	8	12	18	22
Office/conference tables	2	2	3	4	5
Folding chairs	4	6	8	10	15
Drafting tables	1	1	2	3	3
Drafting stools	2	2	4	6	6
Vertical plan filing racks	1	1	2	3	8
Roll file units	1	1	1	2	4
Flatbed Scanner	1	1	1	1	1
Personal Computer (Hardware)	1	2	3	5	7
Digital Camera with Motion Picture Functionality	1	1	1	2	2
Personal Computer (Software)	1	1	2	2	3

**2.02 Computer Equipment and Software.** The hardware and software necessary for equipping the designated Field Office Type is as follows:

**A. Hardware**

- Intell Pentium class (1.8GGHZ x 2 min.) Style Personal Computer with 1 DVD/CD-ROM – Internal Rewritable DVD/CD Device / (CD-RW) 1 hard disk drive (min. 80 GB) and minimum of 2 Gigabyte Of RAM.
- 17” or larger flat panel color monitor(s) (minimum SVGA – 1024 x 768 resolution)

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**2. MATERIALS:** (cont’d)

**2.02 Computer Equipment and Software.** (cont’)

**A. Hardware** (cont’d)

- Photo-Quality Color Laserjet Printer with spare toner cartridge, capable of printing on 8.5” x 11” and 8.5” x 14” paper. Supply of standard Laserjet and Photo paper, diskettes and read/writable CD’s.
- Locking cabinet(s) which encloses all computer hardware.
- Circuit protection device(s).
- Modem with a separate phone line for computer, if high speed internet service is unavailable (minimum 56K baud rate)
- Optical Wheel Mouse(s)
- Flatbed Scanner -1200x1200dpi (min.), 48 bit color, 11”x17” capable

**B. Software**

The software below shall be installed on all field office computers.

- Microsoft Windows 7 Business 32 bit edition (64 bit acceptable). No other operating system will be allowed.
- Microsoft EXCEL 2003 or later version Spreadsheet Program(s). No other Spreadsheet Program will be allowed.
- Norton Internet Security latest version for Windows 7 (set up to run in Auto-Protect Mode and Auto Update Mode [monthly]) or McAfee Internet Security Suite, latest version.
- Microsoft Word 2003, or later version Word Processing Program(s). No other program will be allowed.
- WINZIP 15
- Primavera scheduling software capable to meet all scheduling requirements of the NYS Thruway Authority Addendum to the Standard Specifications §108-01 Start and Progress of Work and compatible with the operating system supplied under this specification.

The software below shall be installed on select field office computers in accordance with TABLE 637-2 ENGINEER’S FIELD OFFICE FURNISHING REQUIREMENTS.

- Microsoft Photo Editor, latest version. No other program will be allowed.
- Adobe 8 Professional, latest version. No other program will be allowed.

NOTE: Microsoft Office 2003 Standard Edition, or later version, may be substituted for the spreadsheet and word processing programs.

All manuals are to be supplied with the above software for the field office.

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## 2. **MATERIALS:** (cont’d)

C. **Digital Camera.** The digital camera system shall meet the requirements below. All necessary hardware, cables, operating manuals, and other pertinent media required for the operation of the camera unit itself, including connecting the camera to the office computer system. The camera must be able to download the images to a computer without any proprietary software having to be installed on a computer. The equipment shall be no more than one (1) year old. To verify the age of the equipment, the Contractor shall provide the Engineer with a dated copy of the receipt(s) for the purchase of the equipment. Once equipment has been provided, it does not require replacement every year.

- Minimum 6.0 megapixel resolution with 3x optical zoom and autofocus operation
- 1.5 inch LCD screen and optical viewfinder
- Built-in intelligent flash (auto/on/off)
- Time/date stamp on each picture
- A total of two (2) rechargeable sets of batteries (Lithium-Ion or NiMH) and high-capacity (approximately 1 hour) charging unit
- Two (2) 512 MB memory cards – commercially available removable recording media
- Soft storage/carry case with shoulder strap
- Motion Video: 640 x 480 resolution capability at 30 frames per second (MPEG Video)

### D. **Internet Communication**

- **CABLE INTERNET SERVICE** : 10/100 Ethernet Cable Network Card and High Speed Cable Modem, capable of transferring data at a minimum of 11 megabits per second or;
- **DSL INTERNET SERVICE**: High Speed DSL modem, capable of transferring data at a minimum of 768 kilobits per second.
- Subscription to an Internet Service Provider that is capable of providing High Speed Internet Service.

## 3. **CONSTRUCTION DETAILS:**

3.01 **Engineer’s Field Office.** The Contractor shall be responsible, until use and occupancy is relinquished by the Authority, for any and all damage, direct or indirect, of whatever nature, occurring to the property of the Authority and property of the inspection staff which is kept in the Engineer's Field Office. The Engineer will provide the Contractor with a detailed list of items kept in the office, with corresponding dollar values, and will provide the Contractor with updates when something on the list changes. Non-Authority-owned property shall only be those items used in the performance of contract-related work activities. Such property shall be replaced within 30 days of the reported damages and would include any loss caused by, but not limited to, fire, theft, vandalism or malicious mischief. The Contractor shall not be responsible for items kept in the Engineer's Field Office that are not on this list.

The Contractor shall install the Engineer’s Field Office sign at a location approved by the Engineer. If the Engineer’s Field Office is not located within or adjacent to the contract limits, two (2) additional signs shall be displayed conspicuously within the contract limits in locations directed by the Engineer.

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The Engineer’s Field Office shall be fully equipped and made available for use and occupancy by the inspection staff prior to the start of any contract work, and shall be made available after contract final acceptance as directed in writing by the Regional Construction Engineer.

All furniture and equipment shall be fully assembled, operational, clean and serviceable. The Engineer’s Field Office shall be cleaned weekly or more often if required, and the timing of the cleaning operations shall be coordinated with the Engineer. The Contractor shall remove and dispose of all rubbish generated in the office and shall keep the office free from pests. The Contractor shall remove snow from all areas subject to vehicular circulation and parking.

After completion, all portable buildings or trailers, fencing, surfacing and utilities shall be removed from the location and the areas cleaned, loamed and restored as required. The Contractor shall be responsible to provide all necessary computer hardware, software and peripheral devices as well as High Speed Internet Service to the Engineer’s Field Office, until use and occupancy of the Engineer’s Field Office is relinquished by the Authority. Only internet services that can provide a minimum Data-Transfer Rate of 768 kilobits per second will be considered acceptable. The Contractor shall be responsible to provide all necessary service connections to the Engineer’s Field Office and Engineer’s Field Office computer(s). In addition, the Contractor shall provide a Cable or DSL modem and any other equipment necessary to provide the minimum specified Data-Transfer Rate.

#### **4. METHOD OF MEASUREMENT:**

- 4.01 **Engineer’s Field Office.** The Engineer’s Field Office will be measured for payment as the number of months satisfactorily provided, measured to the nearest 0.25 months.

#### **5. BASIS OF PAYMENT:**

- 5.01 **Engineer’s Field Office.** The unit price bid per month for the Engineer’s Field Office shall include the cost of all labor, materials and equipment necessary to complete the work including property rental, utility charges and incidental expenses. Payment will be made for each month of availability for occupancy by the Engineer and inspection field staff.

No payment will be made under Engineer's Field Office when deficiencies in compliance with these requirements are not promptly addressed by the Contractor after notification by the Engineer. Should the aggregate of non-compliance days exceed 3 days in any one month, no payment shall be made for the entire month in which deficiencies were cited.

Monthly payments may be terminated prior to contract final acceptance by written notification by the Division Construction Engineer that such office will no longer be required on the contract. Payment for each month's occupancy of the Engineer’s Field Office after the date of contract final acceptance will be made as part of the final contract payment. Failure of the Contractor to supply documentation required to complete the final estimate may result in nonpayment during this delaying period.

During periods of contract extension of time where Engineering Charges are assessed, no payment will be made for occupancy and services, except that payment for each month's occupancy after the date of final acceptance will be made as part of the final estimate.