

ITEM 619 FIELD OFFICE**619.01 Description****619.02 General****619.03 Method of Measurement****619.04 Basis of Payment**

619.01 Description. This work consists of providing, maintaining, and subsequently removing a field office for the exclusive use of the City for the duration of the Contract at a location approved by the Engineer.

619.02 General. Furnish a completely functional field office of the type specified in the Contract within 30 days from the issuance of the NTP. The City will assess an administrative fee of \$100/day for every day from 30 days from the issuance of the NTP that the field office is not functional in accordance with the Contract.

Furnish each field office with a means for maintaining a room temperature between 68 and 80 °F (20 and 27 °C).

Furnish electric service for each field office.

Furnish potable hot and cold water for each field office.

Furnish neat, sanitary, enclosed toilet accommodations for each field office. Furnish associated lavatory and sanitary supplies. Furnish supplies to clean the office and means for waste disposal. In addition, for a Type C Field Office, provide a bi-monthly cleaning service.

For the type of field office specified, provide the items indicated in Table 619.02-1

619.03

TABLE 619.02-1 FIELD OFFICE			
Item	Type A	Type B	Type C
Minimum ceiling height, ft (m)	7 (2.1)	7 (2.1)	7 (2.1)
Minimum floor space, ft ² (m ²)	150 (14)	500 (46)	1000 (93)
Separate enclosed room, ft ² (m ²) (Part of specified floor space)	0 (0)	0 (0)	100 (9)
Telephone service & telephones ^[1]	2	2	2
Network Infrastructure Wiring ^[2]	0	1	1
Printer/Copier/Scanner/Facsimile 4 in 1 machine ^[3]	1	1	1
Calculator with tape	1	2	2
Desk and chair set	1	3	5
Work table, 30 × 72-inch (750 × 1800 mm)	1	2	4
4-drawer, legal size, lockable metal file cabinet	---	1	2
2-drawer, metal file cabinet	1	2	2
Portable fire extinguishers ^[4]	1	1	2
Plan rack ^[5]	1	1	2
All-weather parking spaces	8	16	20
[1] For each telephone specified, provide the telephone itself, all wiring necessary to connect the phone and computers or fax machines to the phone company system, and a working separate phone number for each telephone. Connect one phone to a recorded answering device. For Types B and C, provide one speakerphone.			
[2] Provide field office with Network Infrastructure Wiring per the requirements of SS-1650.			
[3] Provide machine per the requirements of SS-1650. Submit technical specifications at the Pre-Construction Meeting for approval by the Engineer. Provide the machine with all necessary maintenance and paper supplies.			
[4] Type 2-A:10-B:C, 5-pound (2.27 g) size			
[5] Capable of handling the breakdown of 22 × 34-inch (559 × 864 mm) sized plans in to ten sections.			

With the Engineer’s written approval, the Contractor may modify the requirements for the field office.

Maintain all utility services (e.g., electric, security, telephone, water) for the duration of the project.

619.03 Method of Measurement. The City will measure Field Office, Type ___ by the number of months the office is maintained. A partial month at the end of the project will be paid as a full month.

619.04 Basis of Payment. The City will pay for accepted quantities at the contract price as follows:

Item	Unit	Description
619	Month	Field Office, Type ___