

FIELD OFFICE, ENGINEERS

**\*\*From Castleton STP 2033(26)**

- xx. DESCRIPTION. This work shall consist of furnishing, erecting, equipping, and maintaining field offices. The work shall include cleaning, supplying utility services, office furniture, equipment, and supplies as required for the exclusive use of the Agency engineering staff at locations approved by the Engineer. Upon completion of the project, the field office(s), furniture, accessories, and equipment provided shall remain the property of the Contractor.

The work under this Section shall be performed in accordance with these provisions and Section 631 of the Standard Specifications.

- xx. FIELD OFFICE, ENGINEERS.

(a) Design.

- (1) Office Type. The office shall have a minimum floor space of 15 m<sup>2</sup> (160 ft<sup>2</sup>).
- (2) Windows. The field office shall have a minimum of two windows, with each window treated and equipped as specified in Subsection 631.02(a)(5).
- (3) Electrical System. The field office shall have a minimum of four interior electrical duplex outlets, with each outlet positioned and equipped as specified in Subsection 631.02(a)(6).
- (4) Interior Lights. The field office shall be provided with a minimum of four fluorescent lighting fixtures, with each lighting fixture of the size and positioned as specified in Subsection 631.02(a)(7).

- (b) Office Equipment. Office equipment shall be standard commercial quality office equipment.

The minimum required office equipment is as specified in Subsection 631.02(b), with the exceptions that the (1) storage cabinet, (1) metal five-drawer plan file, (1) plan rack, (1) locker or closet, (1) electronic printing calculator, (1) telephone, (1) color inkjet printer, (1) digital camera, and (1) plain paper facsimile machine are not required.

Substitutes for required equipment may be provided upon approval of the Engineer.

- (c) Agency Right to Waive. The Agency reserves the right to delete the Special Provision (Field Office, Engineers) pay item from the Contract. Should the Agency choose to exercise this right, it will do so no later than the preconstruction conference.

xx. METHOD OF MEASUREMENT. The quantity of Special Provision (Field Office, Engineers) to be measured for payment will be on a unit basis for each type specified and used on the project.

xx. BASIS OF PAYMENT. The accepted quantity of Special Provision (Field Office, Engineers) will be paid for at the Contract lump sum price. Payment will be full compensation for performing the work and furnishing all materials, labor, tools, equipment, and incidentals necessary to provide, construct, install, maintain and remove the type of office specified.

Supplies that become exhausted and equipment that becomes unsuitable for use due to normal wear and tear shall be replaced as necessary by the Contractor as part of the Contract item under which these items are furnished.

Payment for this work will be made as follows:

- (a) 25 percent will be paid after each specified office unit has been installed on the project in full working order.
- (b) The second payment of 25 percent will be paid when 33 percent of the anticipated construction time has expired.
- (c) The third payment of 25 percent will be paid when 67 percent of the anticipated construction time has expired.
- (d) The fourth and final payment of the remaining 25 percent will be paid upon final acceptance of the project.

Payment will be made under:

<u>Pay Item</u>	<u>Pay Unit</u>
900.645 Special Provision (Field Office, Engineers)	Lump Sum