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DEPARTMENT OF THE ARMY CESAJ 01 52 10 (Jul 2007)
U.S. ARMY CORPS OF ENGINEERS

JACKSONVILLE DISTRICT LOCAL MASTER GUIDE SPECIFICATION

SECTION 01 52 10

CONTRACTING OFFICER'S FIELD OFFICE
12/08

NOTE: This guide specification covers the requirements for the Contracting Officer's Field Office. This section is designed to be used as a supplement to Section 01 50 02 TEMPORARY CONSTRUCTION FACILITIES only when authorized, and must be paid for under separate unit price line item by month.

Comments and suggestions are welcome. Using E-mail for feedback is encouraged. Comments should be directed to:

Engineering Division, Design Branch, Specifications Section.

ALL COMMENTS RECEIVED WILL BE DISSEMINATED TO THE PROPER OFFICE FOR RESPONSE.

PART 1 GENERAL

1.1 SUMMARY

This section covers the requirements regarding the Contracting Officer's Field Office. See Section 01 50 02 TEMPORARY CONSTRUCTION FACILITIES and Section 01 57 20 ENVIRONMENTAL PROTECTION for requirements including silt control, trailer placement, fueling restrictions, dust control, solid waste, and cleanup. Upon completion of project, clean up and restore area in accordance with Clause CLEANING UP of Section 00700 CONTRACT CLAUSES in Volume 1. Services required in this section will be paid for by separate line item (See Section 01 22 00 MEASUREMENT AND PAYMENT).

NOTE: Delete Contracting Officer's Field Office if not authorized. Dredging projects may require deleting additional items.

1.2 SUBMITTALS

Government approval is required for submittals with a "G" designation;

submittals not having a "G" designation are for information only. Within 30 days following date of receipt of Notice to Proceed and prior to mobilization to site submit following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-02 Shop Drawings

Contracting Officer's Field Office Trailer

Supplier or Manufacturer scale drawings of trailer floor plans for Contracting Officer's Field Office. Plans should show a minimum of two offices, toilet, and conference area.

1.3 EXISTING UTILITIES

NOTE: Edit paragraph accordingly.

See Section 01 50 02 TEMPORARY CONSTRUCTION FACILITIES.

1.4 TEMPORARY SERVICES

Furnish following services for Contracting Officer's Field Office:

- a. Janitorial service.
- b. Lawn service.
- c. Waste removal.
- d. Bottled water.

PART 2 PRODUCTS

2.1 CONTRACTING OFFICER'S FIELD OFFICE TRAILER

A trailer in good working condition that has, at a minimum, heat and air conditioning, running water, restroom facilities, a minimum of 600 square feet, and accomodates equipment to be installed by the Government. See paragraph FIELD OFFICE below.

PART 3 EXECUTION

3.1 GENERAL REQUIREMENTS

NOTE: This guide specification includes requirements which may be included in projects when applicable. Requirements will be added, deleted, or modified as necessary to meet project requirements.

3.1.1 Parking

Provide Contracting Officer six gravel parking spaces at Contracting Officer's Field Office. Place parking signs reserved for use of Contracting Officer and visitors. Contractor shall maintain these spaces clear of other vehicles. Designate one parking spot with sign for handicap use only. The Contractor shall comply with all ADA parking requirements for size and accessibility.

3.1.2 Janitorial Services

See Section 01 50 02 TEMPORARY CONSTRUCTION FACILITIES.

3.2 AVAILABILITY AND USE OF UTILITY SERVICES

See Section 01 50 02 TEMPORARY CONSTRUCTION FACILITIES. Provide Contracting Officer's Field Office sufficient continuous power and electric supply to assure operation of systems, including computer, light and HVAC.

3.3 FIELD OFFICE

NOTE: DO NOT USE FOLLOWING PARAGRAPH UNLESS
VERIFIED IN WRITING WITH DEPUTY DISTRICT ENGINEER
FOR PROJECT MANAGEMENT.

Supply and maintain lockable field office separate from Contractor for use by Contracting Officer.

3.3.1 Office Trailer

NOTE: For all work in Puerto Rico/Virgin Islands,
delete reference to "electric baseboard heat".

- a. An all metal exterior, sides and roof; double-insulated walls, floor, and roof; electric baseboard heat; self-contained, built-in air conditioning; and 110 volt wall outlets.
- b. Security guard screens, screens, and blinds for all windows.
- c. Toilet facility -- A separately enclosed room properly ventilated and complying with applicable sanitary codes including hot and cold running water and operable flush type toilet.
- d. Installed during site mobilization.
- e. Contractor shall make the office trailer handicap accessible and comply with all ADA requirements.

3.3.2 Office Equipment

NOTE: VERIFY BASE TRANSCEIVER WITH DEPUTY DISTRICT
ENGINEER FOR PROJECT MANAGEMENT (REQUIRED IF RADIO
FURNISHED IN CONTRACTOR-FURNISHED VEHICLE); HOWEVER,
WILL BE DELETED IF NOT PREVIOUSLY APPROVED IN
WRITING BY PROJECT MANAGEMENT.

Provide following furnishings:

- 2 - Office desks with five lockable drawers (60 inches by 30 inches, laminated top) and swivel chair for each (desks should be designed for use with PCs).
- 1 - Conference Table with eight chairs.

- 1 - 16-unit first aid kit, wall mounted.
 - 1 - Fire resistant, five drawer, legal size lockable filing cabinet.
 - 2 - Five drawer, letter size lockable filing cabinets.
 - 1 - Table to support FAX and printer.
 - 2 shelf sets - Four shelves high by 12 inches deep by 3 feet long (attachable to wall).
 - 2 - 3' x 6' Cork Bulletin Boards.
 - 3 - 3' x 6' Dry Erase Boards.
 - 5 - Waste baskets, one for each office and bathroom, and 2 in central meeting room.
 - 1 - Plan Table installed in one office (may be built in) with a minimum working surface of 4 feet by 6 feet, and draftsman stool.
 - 1 - Vertical filing plan rack sufficient for contract drawings.
 - 1 - Seven cubic foot refrigerator with freezer.
 - 1 - Microwave oven.
 - 1 - Water cooler/dispenser with minimum 3 gallon capacity.
- Interior wiring to accommodate two telephone lines (voice and fax) and Category 5 data communication lines to terminate in one location.
- [] - Data and voice communication outlet[s] in each room.

3.3.3 Accommodation for Government Installed Equipment

Provide accommodation for the following equipment to be installed by the Government:

- Uninterrupted Power Supply (UPS).
- Communications rack.
- 3 - Telephones with speakerphones, one in each office and one in the central meeting space.
- 1 - Telephone answering machine with remote answering capability and voice time/day stamp.
- 1 - Photo-static copy/scan/fax machine.

3.4 CONSTRUCTION FORMS AND DETAILS

From the Jacksonville District Home Page, click the links ENGINEERING DIVISION, then CONSTRUCTION FORMS AND DETAILS. See web site address <http://www.saj.usace.army.mil/Divisions/Engineering/FormsDetails.htm>.

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