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DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS

CESAJ 01 52 10 (Jul 2007)

JACKSONVILLE DISTRICT LOCAL MASTER GUIDE SPECIFICATION

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03/14

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JACKSONVILLE DISTRICT LOCAL MASTER GUIDE SPECIFICATION

SECTION 01 52 10

CONTRACTING OFFICER'S FIELD OFFICE
03/14

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, portable office 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 10 calendar 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

Submit supplier or manufacturer scale drawings of office floor plans and site plan for Contracting Officer's Field Office with requirement indicated in paragraph CONTRACTING OFFICER'S FIELD OFFICE below.

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. Pest Control.
- e. Potable water by the most economic means available.

PART 2 PRODUCTS

2.1 CONTRACTING OFFICER'S FIELD OFFICE

Provide a portable office in good working condition that has, at a minimum, heat and air conditioning, running water, restroom facilities, a minimum of 6001,200 square feet, and accommodates equipment required below and IT equipment to be installed by the Government. See paragraph FIELD OFFICE below. A suitable office replacement for the portable office may be accepted at the Contracting Officer's discretion.

PART 3 EXECUTION

3.1 GENERAL REQUIREMENTS

Install Contracting Officer's Field Office ready for use no later than 30 calendar days after Notice to Proceed.

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 **sixtwelve** 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 Service

On a daily basis, restock cleaning supplies and toiletries such as, but not limited to, hand soap, hand sanitizer, paper towels and toilet paper.

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. Provide one 20 amp dedicated circuit to support copier/printer location and communications rack located in 6' x 6' IT/storage closet. Dedicated circuit wall termination shall be at the central location where Government equipment will be installed.

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 Portable Office

**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; self-contained, built-in heat and 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 portable office handicap accessible and comply with all ADA requirements.
- f. Portable office shall have **twofour** offices, **onetwo** on each end,

with a central meeting area in between. Individual offices shall be lockable.

g. Portable office shall be prewired with network and phone drops in each office and the main conference area. Coordinate with the Contracting Officer the quantity and location of drops. Install network drops using Cat6, plenum cable from the office IT closet to the end user locations, to include a Cat6 24 port patch panel with wall mounting brackets, and any necessary conduit boxes, face plates and jacks for a complete cable installation. Install phone drops using standard 4-pair cabling to support POTS, plenum cable from the office IT closet to the end user/device locations. Pre-wiring shall include 2" conduit and CAT6 wire from the DMARK (utility pole) to the CSU/DSU location (inside the 6'x6' IT/Storage Closet). Portable office shall be located within 100 feet of utility services (communication location). If there are no such utilities within 100 feet, the Contractor shall provide the services to meet this requirement. Trailer installation shall meet all federal, state and local codes, and applicable IT standards.

h. Office trailer shall be tied down per local wind and building codes.

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:

- 48 - Office desks with five lockable drawers (60 inches by 30 inches, laminated top), swivel chair and power strip for each (desks should be designed for use with PCs).
- 1 - Conference Table with ten chairs.
- 1 - 16-unit first aid kit, wall mounted.
- 1 - Fire resistant, five drawer, legal size lockable filing cabinet.
- 36 - 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).
- 36 - 3' x 6' Cork Bulletin Boards.
- 36 - 3' x 6' Dry Erase Boards.
- 57 - 13-gallon waste baskets, one for each office and bathroom, and 2 in central meeting room.
- 1 - Plan Table installed in a location directed by the Contracting Officer (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 full size contract drawings.
- 1 - 24" x 24" x 3/4" piece of fire-retardant backboard to be installed in the 6' x 6' IT/storage closet.
- 1 - Wall mount rack enclosure closet, 10 U (Unit), 19" deep, locking on all sides (Example: Tripp Lite-SRW10US or equal as approved by the Contracting Officer).

- 1 - 7-cubic foot refrigerator.
 - 1 - 1.5-cubic foot microwave oven.
- End of Section --