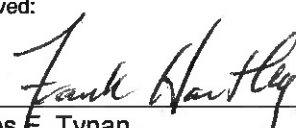


To: SUPERSEDED BY EB 11-010 EFFECTIVE 9/1/11		New York State Department of Transportation ENGINEERING INSTRUCTION	EI 06-021
Title: DESIGN GUIDANCE FOR SECTION 637 – ENGINEER’S FIELD OFFICE, LABORATORY AND EQUIPMENT			
Distribution: ☐ Manufacturers (18) ☒ Local Govt. (31) ☒ Agencies (32) ☐ Surveyors (33) ☒ Consultants (34) ☐ Contractors (39) ☐ _____ ()		Approved:  James F. Tynan, Director, Construction Division 8/22/06 Date	

ADMINISTRATIVE INFORMATION:

- This Engineering Instruction (EI) is effective beginning with projects submitted for the letting of January 11, 2007.
- This EI supersedes EI 99-004 and EI 04-006.
- The guidance provided in this EI for Designers will be incorporated into a future revision of Chapter 21 of the Highway Design Manual.

PURPOSE:

To provide selection criteria and other guidance for the Section 637 contract pay items relating to the revised Standard Specification Section 637 – Engineer’s Field Office, Laboratory and Equipment.

TECHNICAL INFORMATION:

- This EI contains guidance for selection of and price estimates for Section 637 contract pay items for the Engineer’s field office, including the Engineer’s field office, field laboratory, concrete cylinder curing box, mobile telephone, pager, two-way radio system, digital camera, digital camcorder, rain gauge, inspection vehicle, inspection boat, office technology supplies, civil rights reporting software, partnering workshop and CPM scheduling.
- This EI is being issued concurrently with EI 06-022 *Revised Standard Specifications Section 637 – Engineer’s Field Office, Laboratory and Equipment*.
- The Construction Seat Management Initiative (CSMIN) will provide field offices with the necessary computing infrastructure including the local area network, computers, printers, plotters, scanners and a high-speed WAN connection. As a result, these pay items are no longer to be included in the bid documents and will be disapproved in the concurrently issued EI 06-022.
- Section 637 contains three (3) pay items (mobile telephone, pager and digital camera) which use a “Dollars-Cents” pay unit and for which the actual quantity of equipment units to be provided are not defined on the Estimate of Quantities sheets of the contract proposal. Therefore, the actual quantity of equipment units to be provided should be identified by the Designer in a special note entitled “Section 637 Pay Item Quantities”. A sample of the special note is transmitted with this EI.
- Contract pay items with time-based pay units (i.e., month) should be estimated for the scheduled duration of construction plus 2 months.

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- The M.O. Office of Construction will make the following resources available to the designer on the Department website at www.dot.state.ny.us/constr/637/section637.html:
 - Section 637 Selection Guidance

This resource is available to help the Designer, along with assistance from the Regional Construction Group, identify the recommended Section 637 contract pay items and quantities to be incorporated into the bid documents based on certain variables.
 - Special note entitled "Section 637 Pay Item Quantities"

The Designer shall complete and include a copy of this special note in the contract proposal to identify the total quantities of mobile telephones, pagers, digital cameras and two-way radio system components included in the bid documents.
 - Section 637 Checklist

This resource is available to assist the Designer with estimating costs associated with the Section 637 contract pay items. Submission of a Section 637 checklist to the Regional Construction Group is required as part of the ADP review documents.
- **Item Selection Criteria**

Selection criteria for Section 637 items are provided below. Divergence from the recommended selection criteria is acceptable if it will better meet the project needs or will add cost-effective capabilities and quality improvements to the construction work environment. It is imperative that the Designer consult with the Regional Construction Group to ensure that the Section 637 resources selected will meet the needs of the construction inspection staff.

Office/Structures

- Engineer's Field Office

The type of field office to be selected should be based upon the estimated number of inspection staff that will be assigned to the construction contract. The Section 637 Selection Guidance contains a table that the Designer should use to estimate the appropriate field office type.
- Field Laboratory

As per Chapter 9, Subsection 9.4.3.2 of the Highway Design Manual:
"The contract should include a payment item for a laboratory building when one is needed. It should be included on any projects that will require significant field testing or processing samples for testing. On projects requiring minimal field testing or processing of samples, the Engineer's Field Office will serve this purpose. The Regional Geotechnical Engineer should be consulted regarding need for a laboratory building."
- Concrete Cylinder Curing Box

With concurrence from the Regional Geotechnical Group, contracts which will have structural concrete (bridge, major culvert, etc.) poured on-site should include the concrete cylinder curing box contract pay item in the bid documents.

Communications

- Mobile Telephone(s)

A mobile telephone should be supplied for each member of the inspection staff.
- Pager(s)

Where the Regional Construction Group indicates that a mobile phone is not necessary for each person assigned to the contract, yet there is a need for providing a method of contacting personnel over long distances or from off-site or non-Department sources, pagers should be used to replace the selected number of mobile telephones.

- Two-Way Radio System

In general, if the mobile telephones can provide adequate on-site communications, then the two-way radio system is not necessary. If there is inadequate mobile telephone service, then the two-way radio system contract pay item can be used to provide the on-site communications system. The two-way radio system includes handheld, two-way radio units which can be useful for short-term/short-range communication needs. The two-way radio system contract pay item can be used to supply select components of the system (example: just the handheld radios), without all the components being required to be provided. The Designer should use the special note entitled "Section 637 Pay Item Quantities" to specify the individual number of base stations, in-vehicle radios and handheld radios to be provided.

Miscellaneous Devices

- Digital Camera(s)

The Section 637 Selection Guidance contains a table that the Designer should use to determine the appropriate number of digital cameras to be included.

- Digital Camcorder

A digital camcorder should be provided where detailed documentation of pre-construction site conditions is required.

- Rain Gauge

The Designer should include a rain gauge system on all construction contracts that require coverage under the NYSDEC SPDES General Permit for Stormwater Discharges from Construction Activity, GP-02-01.

Inspection

- Inspection Vehicle

Contractor-provided inspection vehicles are typically included only when State-provided vehicles will be unavailable or incapable of providing the necessary services.

- Inspection Boat

The Designer should include the inspection boat if necessary for construction inspection. The determination of whether a Type A or B inspection boat should be specified should be based on the water conditions in the vicinity of the site, number of personnel to be concurrently in the boat, and the available docking facilities.

Contract Administration

- Office Technology Supplies

The intended use of the office technology supplies contract pay item is to provide technology-related materials and supplies only in situations when they are unavailable from the State. Office supplies such as pens, paper, data storage media, mail supplies, etc. should be purchased through the Regional office supply contract with the Office of General Services and are not covered by this pay item. The Designer should coordinate with the Regional personnel that handle the ordering of office supplies through the OGS contract to determine if a need exists for this contract pay item.

- Civil Rights Reporting Software

The Civil Rights Reporting Software contract pay item shall be included in all construction contracts.

▪ **Partnering Workshop**

The Partnering Workshop contract pay item should be included based on the following criteria:

- Projects located in Regions 01 - 09 that are estimated to cost \$5 million or more.
- Projects located in Regions 10 & 11 that are estimated to cost \$10 million or more.
- Projects that are complex, controversial or involve new or unusual technology, regardless of cost.
- Projects with substantial involvement of utilities, railroads, community groups, other agencies etc., regardless of cost.
- Projects of statewide significance as defined by the Program and Project Management System.
- Projects of regional significance, as determined by the Regional Director, such as projects critical to local safety, traffic or other program needs.
- Projects that contain time related provisions (A+B, Incentive/Disincentive, Lane Rentals, etc.)

▪ **CPM Scheduling**

The project selection guidance for the CPM Scheduling is provided in a separate Engineering Instruction (EI 04-043 or current guidance).

IMPLEMENTATION:

- The Regional Construction Group should review the completed Section 637 Checklist as part of their response to the Designer in the ADP or constructability review process.
- The Designer shall include the Section 637 contract pay items and special notes as needed in the PS&E submission.

TRANSMITTED MATERIALS:

A sample of the special note entitled "Section 637 Pay Item Quantities" is transmitted with this EI.

BACKGROUND:

With the issuance of the revised Standard Specification Section 637 – Engineer's Field Office, Laboratory and Equipment and the implementation of the Construction Seat Management Initiative, there is a need to update the guidance for Designers on the selection of contract pay items relating to the resources associated with the Engineer's Field Office.

CONTACT:

Refer questions regarding this Engineering Instruction to Jon King via email at jking@dot.state.ny.us or to the Office of Construction at (518) 457-6472.

*** SAMPLE SPECIAL NOTE***

SPECIAL NOTE

SECTION 637 PAY ITEM QUANTITIES

Pay Item Description	Pay Item #	Number of Units to be included in Contract
Mobile Telephone	637.21	
Pager	637.22	
Two-Way Radio System	637.23	Base Stations _____ In-Vehicle Radios _____ Handheld Radios _____
Digital Camera	637.24	