

TO:

# ENGINEERING INSTRUCTION

NEW YORK STATE DEPARTMENT OF TRANSPORTATION

**SUPERSEDED BY EI 92-014  
EFFECTIVE 7/30/92**

SUBJECT: ITEM 15637.0401 ENGINEER'S FIELD  
OFFICE - TYPE AA

7.27-1-637

Distribution:



Main Office



Regions



Special

Code: 83-6

Date: 1-24-83

APPROVED:

M. TEGZA, Director, Final Plan Review Bureau

Supersedes: 82-8

Type AA field offices were made available by EI 82-8. The attached is a modified specification for an Engineer's field office, which changes the calculator requirement so that only a four function tape machine is required. In general, the calculators in all the Engineers' Field Offices have been changed and the calculator requirements in the "AA" office have been reduced to be compatible with the new requirements for the type "A" office.

The "AA" office is intended for use on small projects that will last 12 months or less, be staffed by up to four (4) Department employees, and involve only a modest amount of office work.

This new specification will be inserted into the proposals by the Main Office starting with the letting of 5/19/83. Pay Item 15637.04 will be discontinued. Larger types of Field Offices should not be specified on small contracts, except in special cases where appropriate justification is submitted with the PS&E.

DESIGN	LANDSCAPE
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CIRC.	FILE

Description: This work shall consist of providing, furnishing and maintaining an Engineer's field office. The Contractor shall supply for the Engineer's use a building or mobile trailer which shall be at a location selected by the Engineer. This building or mobile trailer shall be separate from any building or mobile trailer used by the Contractor.

Materials: Each Engineer's field office shall be an approved and weather-proof building or mobile trailer. The structure shall provide a minimum of 120 square feet of floor space, shall have a minimum ceiling height of 7 feet, and shall be provided with weatherproof doors and 3 weatherproof windows. Each door and window shall be equipped with an adequate locking device. Each window shall have a minimum area of eight square feet, shall be able to be opened and closed to provide adequate ventilation and shall be screened.

Each Engineer's field office shall also meet the following requirements:

1. Lighting: Electric lights, non-glare type luminaire to provide an illumination level of 100 footcandles minimum at desk height level.
2. Heating: Adequate equipment to maintain a minimum air temperature of 65°F.
3. Telephone: A separate telephone for the exclusive use of the Engineer and his personnel.
4. Potable Water.
5. Toilet: Toilet facilities either as part of the Engineer's field office, a portable toilet, or arrangements acceptable to the Engineer to utilize a near-by facility. The toilet shall be enclosed, properly ventilated and comply with applicable sanitary codes.
6. Fire Extinguisher: A non-toxic, dry chemical, fire extinguisher meeting Underwriters Laboratories, Inc., approval for Class A, Class B and Class C fires with a minimum rating of 2A:10B:10C.
7. Fire Resistant Cabinet: A fire resistant, legal size 1 drawer file cabinet with lock and 2 keys, meeting the requirements for "Filing Devices, Insulated (36E9)" Class D label, of the Underwriters' Laboratories, Inc. specifications
8. Pencil Sharpener: One standard pencil sharpener.
9. Signs: The Contractor shall furnish and install necessary signs to locate and identify the Project Engineer's Office.
10. Desk: 1 suitable office desk with lockable drawers.

11. Chairs: 2 office chairs.
12. Drafting Table: 1 drafting table, three feet by six feet, supported by wall brackets and legs and 2 draftman stools.
13. Plan Rack: 1 vertical filing plan rack for 4 sets of 22" x 36" plans.
14. First Aid Kit: A properly stocked first aid kit.
15. Adding Machine: Tape type registering to at least ten digits capable of adding, subtracting, multiplying & dividing.

Construction Details: The Engineer's field office shall be fully equipped and made available for use and occupancy by the Department personnel prior to the start of any contract work. Such use and occupancy shall be made available after the work has been accepted by the Department as directed in writing by the Regional Director.

All Engineer's field offices and furnished equipment shall be maintained in good working condition and appearance by the Contractor until the State relinquishes use and occupancy. After the State vacates the Engineer's field office the Contractor shall remove all portable buildings or trailers, fencing, surfacing and utilities from the location. The Contractor shall also clean, loam and seed the area, if required, and see that the site is left in a condition acceptable to the Engineer.

The Contractor shall be responsible for any and all damage, direct or indirect, of whatever nature, occurring to the property of the State of New York which is kept in the Engineer's field office until its use and occupancy is relinquished by the State. Such damages would include any loss caused by, but not limited to fire, theft, vandalism or malicious mischief.

Method of Measurement: The Engineer's field office will be measured for payment by the month, to the nearest 1/4 month increment, of availability for occupancy by the State during the period of this Contract.

Basis of Payment: The unit bid, per month, shall include but not be limited to the cost of all labor, material, equipment, ground rental, and utility charges, losses, repairs and maintenance necessary to complete the work.

Payment will begin the first month that the office is fully equipped, serviced as specified, and made available for occupancy. Monthly payments will continue until the date of acceptance of the Contract or until the Regional Director notifies the Contractor in writing that such office is no longer required on the Contract. When directed in writing by the Regional Director, payment for each month's occupancy after the date of acceptance will be made as part of the final estimate.

No payment will be made for occupancy and services during periods of contract extension where engineering charges are assessed, except that, in such cases, payment for each month's occupancy after the date of acceptance will be made as part of the final estimate when directed in writing by the Regional Director.