

639.4

The Contractor shall exercise care in the preservation of stakes and bench marks and shall have them reset at their expense when any are damaged, lost, displaced or removed. The Contractor shall use competent personnel and suitable equipment for the layout work required and shall provide that it be done under the supervision of, or directed by, a Registered Professional Engineer or Registered Land Surveyor. The Contractor shall not engage the services of any person or persons in the employ of the Division for the performance of any of the work covered by this item.

639.4-METHOD OF MEASUREMENT:

"Construction Layout Stakes" will be measured as a complete unit.

639.5-BASIS OF PAYMENT:

The quantity, determined as provided above, will be paid for at the contract unit price bid for the item below, which price and payment shall be full compensation for furnishing, setting, maintaining, and resetting, when necessary, the stakes, and for furnishing all engineering personnel, equipment, materials, and all incidentals.

639.6-PAY ITEMS:

ITEM	DESCRIPTION	UNIT
639001-*	CONSTRUCTION LAYOUT STAKE	LUMP SUM

* Sequence number

SECTION 640
FIELD OFFICE AND STORAGE BUILDING

640.1-DESCRIPTION:

This work shall consist of furnishing and maintaining in good condition suitable offices for the exclusive use of the Engineer as a field office or for making field tests, a storage building for concrete cylinder curing tanks, and equipment for the field office, all in accordance with these Specifications.

640.2-MATERIALS:

Not specified.

640.3-LOCATION AND TIME OF ERECTION:

The field office and storage building shall be set up at approved locations on or in the immediate vicinity of the Project. They shall be separated from any building used by the Contractor.

The field office and storage building shall be set up, equipped, and made ready for use at least three days prior to the beginning of the work on the project.

640.4-STANDARD FIELD OFFICE AND STORAGE BUILDING:

640.4.1-Office Building: The standard field office shall have a minimum floor space of 400 sq. ft. (40 square meters) and shall contain two rooms, each with a minimum plan dimension of 20 ft. by 10 ft. (4 by 5 meters). One room shall contain sufficient floor area to include such soil equipment necessary to perform the various compaction control tests as may be required as the work progresses.

The office shall be entirely enclosed, waterproofed, and sealed inside with wall board which will provide efficient insulation against heat and cold. The building shall have a pitched roof and two ventilating louvers, one in each gable, in order to provide for circulation of air between roof and ceiling. The floors shall be double thickness, with building paper between layers, and the ceiling height shall be not less than 7 feet (2.1 m). All doors, both interior and exterior, shall be equipped with locks. Windows, to furnish natural light, shall be constructed to open and close and shall be provided with latches. Screens shall be provided for all windows and exterior doors, and the building shall be generally flytight. The screen doors shall be equipped with springs and latches.

The office shall be provided with an approved type of heating and cooling equipment which will maintain a comfortable seasonable temperature throughout the project life. It shall be furnished with satisfactory electric lighting and lighting service. A minimum of two duplex convenience outlets shall be provided in each room. The building shall be provided with neat, sanitary, enclosed toilet accommodations for the exclusive use of the Engineer, and such facilities shall meet the requirements of the State Department of Health or other authorities having jurisdiction. It shall be stocked with lavatory and sanitary supplies at all times during the period of the Contract.

The office shall be attractively painted on the outside and shall be provided with a sign at least 4 feet (1.2 m) by 1 ft. (300 mm), with the sign content as follows:

FIELD OFFICE--THE WEST VIRGINIA DIVISION OF HIGHWAYS

The letters shall not be less than 3 inches (75 mm) high and shall be white on a black background. The sign shall have a white border at least 1½ in. (38 mm) wide.

640.4.2-Storage Building: The storage building for concrete cylinder tanks shall have a minimum floor space of 80 sq. ft. (7.4 m) preferably 8 feet by 10 feet (2.4 by 3.1 m). The ceiling height shall not be less than 7 feet (2.1 m).

The storage building shall be well insulated and capable of maintaining a reasonably constant temperature. It shall be provided with water, as required, and satisfactory electric lighting. Chairs, tables, and stools, as required, shall be furnished.

The Contractor shall furnish curing tanks with sufficient capacity to handle peak cylinder curing requirements. The tanks shall be equipped with thermostatically controlled units which are capable of maintaining specification water temperature in the tanks, and power shall be furnished.

640.4.3

640.4.3-Insurance: By the time the field office is made available to the Engineer, the Contractor shall have furnished the Engineer with evidence that insurance has been obtained and is in effect which will protect the Division to the extent of \$20,000.00 (non-deductible) against any loss of its property in the field office and storage building as a result of fire or theft.

This insurance must be kept in effect until the project is completed, and the evidence of renewal of the policy as necessary must be forwarded to the Engineer.

640.4.4-Maintenance: The field office and storage building shall be maintained in good condition and appearance by the Contractor for the duration of the project. No compensation will be allowed for loss by fire or by vandalism caused by non-Division personnel or for loss due to normal wear and tear.

640.4.5-Removal: After all field records pertinent to the project have been completed, the office and storage building shall be removed and disposed of by the Contractor and the site cleaned up and left in a neat and acceptable condition. The field office and storage building shall be allowed to remain for 45 days after final acceptance of the project, and shall be completely removed prior to 60 days after final acceptance of the project.

640.4.6-Alternate for Office Building: Adequate trailer space equivalent to the minimum floor space requirements may be furnished by the Contractor in lieu of the field office building. Minimum requirements for heat, lights, toilet facilities, insurance, maintenance, etc., shall be furnished for the trailer as for the office building.

640.5-SMALL FIELD OFFICE AND STORAGE BUILDING:

The small field office shall have a minimum floor space of 250 sq. ft. (23.2 sq. m) and shall contain two rooms, each with a floor space of approximately 10 ft. by 12 ½ ft. (3.1 by 3.75 m) The remainder of the requirements for the office building, the storage building, insurance, maintenance, and alternate for office building shall be as previously specified for the standard field office and storage building.

640.6-EQUIPMENT:

The following equipment shall be furnished for either size of field office building or alternate trailer facility:

- i. One office-type desk having at least two drawers on each side and one secretarial-type desk each having minimum top dimension of 30 in. by 60 in. (750 by 1 500 mm).
- ii. One filing cabinet when the total project bid is less than \$1,000,000; two filing cabinets when the total project bid is \$1,000,000 and less

than \$3,000,000; and three filing cabinets when the total project bid is \$3,000,000 or more. Cabinets shall be fireproof, four-drawer, legal size, and equipped with locks.

- iii. One plan rack.
- iv. One utility table 30 in. (750 mm) high and having top dimensions not less than 30 in. (750 mm) by 72 in. (1 800 mm)
- v. One sanitary-type water cooler supplied with water which shall be kept cooled electrically or with gas.
- vi. One closet extending the full height from floor to ceiling measuring not less 24 by 30 in. (600 by 750 mm) in plan, having at least two shelves, and equipped with a lock.
- vii. One electric typewriter with elite type and a 13- inch (325 mm) minimum carriage.
- viii. One desk model electronic adding machine with tape totalling a minimum of 10 digits.
- ix. One desk model, and two hand held model electronic calculators (all equipped with scientific functions), with a minimum entry of 10 digits and a minimum readout of 10 digits.
- x. Comfortable chairs and stools as required.
- xi. The Contractor shall provide at their own expense all utilities and janitor service. Telephone service, limited to the best available local facilities, shall be furnished unless alternate communication facilities are required by Plan notes.
- xii. Provide two telephones for a standard office and one telephone for a small office. One answering (message) machine shall be provided.
- xiii. One table top copier meeting the following minimum requirements:
 - 1. Produce 8½ in. by 11 in. (A4 and A3), 8½ in. x 14 in. and 11 in. x 17 in. copies.
 - 2. Reduction and enlargement features.
 - 3. Produce a minimum of 10,000 copies per month.
 - 4. The Contractor shall provide all service and maintenance of the copier.
- xiv. Provide one facsimile data processing unit that is compatible with Division's facsimile equipment.

If any of the equipment items are included as "in-built" in the field office or trailer, they may be omitted from the list.

640.7 COMPUTER SYSTEM FOR FIELD OFFICE:

Provide one (1) desktop computer system composed of the following minimum components.

- 1. The Contractor shall supply one (1) desktop computer with the following minimum components:

640.7

- Pentium II (Tower or Desktop) or greater
- 32 MB RAM upgradeable to 64 using onboard memory
- 512 K L2 Cache
- 4.0 GB Hard Drive
- 24 x CD ROM
- 3.5" diskette
- 4 MB AGP video
- 101 enhanced keyboard and Mouse
- 17" non-Interlaced color monitor with .28 mm or less dot pitch with 1024x768 resolution
- 1 - 56K V.90 Internal Fax/Modem
- Internal tape backup (minimum 250 MC-1/4" removable data cartridge media)

2. The Contractor shall supply one (1) laser printer with the following minimum components:

- 10 pages per minute
- 2 MB memory
- Parallel interface
- Post Script emulation (Level 2)
- Standard tray with minimum capacity of 200 sheets

3. The following accessories shall be supplied:

- a. Dust cover for all equipment
- b. Surge protector
- c. One (1) box (10 disks) Floppy diskettes
- d. One (1) box (5 cartridges) 1/4" removable data cartridges
- e. Mouse and mouse pad

4. The following software shall be supplied:

- a. One (1) Windows 95 or NT 4.0 package
- b. One (1) Tape backup package for Windows (latest version)
- c. One (1) Procomm, Plus communication package for Windows (latest version)
- d. One (1) Microsoft Office package '97

e. If the Contract documents specify the use of a CPM Schedule, the Contractor shall furnish one (1) CPM software package, SureTrak Project Manager for Windows by Primavera Systems, Inc. (latest version)

This desktop computer system, including hardware, software and manuals, will be furnished and maintained throughout the life of the project and shall be removed when the field office has been vacated by the Division of Highways project staff in accordance with 640.4.5.

The Contractor shall be responsible for all service and maintenance of the entire desktop computer system, including hardware and software. Replacement equipment shall be provided within five (5) working days of breakdown, theft or damage at no additional cost to the Division.

640.8-METHOD OF MEASUREMENT:

'Standard Field Office and Storage Building" "Small Field Office and Storage Building", "Building Equipment", "Computer System for Field Office", will be measured as complete units and shall include the complete execution of work described.

640.9-BASIS OF PAYMENT:

The quantities, determined as provided above, will be paid for at the contract unit prices bid for the items listed below, which prices and payments shall be full compensation for furnishing, erecting, insuring, maintaining and removing the field office and storage building computer system, and sanitary conveniences for the Engineer; all labor and materials, and all other work necessary and incidental thereto.

Monthly telephone invoice will be paid by the Engineer.

The field office, storage building equipment, computer system, furniture, fixtures, and facilities shall remain the property of the Contractor and shall be removed in accordance with 640-4.5 and the area dressed and restored.

640-10-PAY ITEMS:

ITEM	DESCRIPTION	UNIT
640003-*	BUILDING EQUIPMENT	LUMP SUM
640004-*	COMPUTER SYSTEM FOR FIELD OFFICE	LUMP SUM
640005-*	MINIMAL FIELD OFFICE	MONTH
640006-*	SMALL FIELD OFFICE AND STORAGE BUILDING	MONTH

* Sequence number