*INCLUDE THIS VARIATION OF SECTION 637 WHEN A CONTRACTOR SUPPLIED FIELD OFFICE PAY ITEM IS INCLUDED IN THE PROJECT*

*DO NOT USE FOR GOVERNMENT PROVIDED FIELD OFFICE. USE ALTERNATE 637 LOS SECTIONS FOR THESE SITUATIONS - VERIFY WITH CONSTRUCTION*

*REMOVE ITALICS AND PARENTHESES FROM INSERT FIELDS*

$$637.00A\_1

Section 637. — FACILITIES AND SERVICES

Revised 07 May 2018

*INCLUDE THE FOLLOWING WHEN THE PROJECT IS SPLIT INTO MULTIPLE SCHEDULES OF WORK BUT THE 637 PAY ITEM IS ONLY BEING PAID FOR UNDER SCHEDULE A (IF A 637 PAY ITEM IS INCLUDED IN EACH SCHEDULE OF WORK, DO NOT USE CLAUSE $$637.02A\_1)*

$$637.02A\_1

637.02. Delete the first sentence of the first paragraph and substitute the following:

Provide the facilities and services beginning 14 days before project work begins and ending 21 days after final acceptance of all contract and Government option work.

*INCLUDE CLAUSE $$637.02B\_1 AND ONE OF THE CLAUSES $$637.02C\_1, $$637.02D\_1, OR $$637.02E\_1 AS APPROPRIATE - VERIFY WITH CONSTRUCTION WHICH OF THE CLAUSES $$637.02C\_1, $$637.02D\_1, OR $$637.02E\_1 IS APPROPRIATE TO USE*

$$637.02B\_1

637.02. Add the following:

*INCLUDE CLAUSE $$637.02C\_1 WHEN A SPECIFIC FIELD OFFICE LOCATION HAS BEEN AGREED ON BY THE PARTNER AGENCY AND CONSTRUCTION (IF CLAUSE $$637.02C\_1 IS USED, ALSO INCLUDE CLAUSE $$637.02B\_1)*

$$637.02C\_1

Locate the Government field office at *(insert location)*, as approved by the CO. Obtain approval from the CO before delivery of a mobile field office or any rental agreements are signed.

*INCLUDE CLAUSE $$637.02D\_1 FOR URBAN PROJECTS - USE FOR A DISTANCE OF 5 MILES OR LESS; IF NECESSARY, ADJUST DISTANCE AFTER DISCUSSION WITH CONSTRUCTION (IF CLAUSE $$637.02D\_1 IS USED, ALSO INCLUDE CLAUSE $$637.02B\_1)*

$$637.02D\_1

Locate the Government field office within 5 miles of the project site and where high-speed Internet service, as described in Subsection 637.04(b)(3), is available. Obtain approval from the CO before delivery of a mobile field office or any rental agreements are signed.

*INCLUDE CLAUSE $$637.02E\_1 FOR RURAL PROJECTS - USE FOR A DISTANCE OF 5 MILES OR MORE; IF NECESSARY, ADJUST DISTANCE AFTER DISCUSSION WITH CONSTRUCTION (IF CLAUSE $$637.02E\_1 IS USED, ALSO INCLUDE CLAUSE $$637.02B\_1)*

$$637.02E\_1

Locate the Government field office within 15 miles of the project site and where high-speed Internet service, as described in Subsection 637.04(b)(3), is available. In remote locations where high-speed Internet service is not available, the field office distance range may be extended or waived by the CO. Obtain approval from the CO before delivery of a mobile field office or any rental agreements are signed.

*SEE INSTRUCTION FOR CLAUSE $$637.02B\_1. INCLUDE CLAUSE $$637.02F\_1 IF ANY OF THE CLAUSES $$637.02C\_1 THRU $$637.02E\_1 ARE USED (IF CLAUSE $$637.02F\_1 IS USED, ALSO INCLUDE CLAUSE $$637.02B\_1)*

$$637.02F\_1

Clean the Government field office weekly to the approval of the CO.

*INCLUDE CLAUSE $$637.03B\_1 OR $$637.03E\_1 WHEN A CONTRACTOR TESTING - 15401-0000 - PAY ITEM IS INCLUDED IN THE PROJECT AND BASED ON CLAUSE INSTRUCTIONS - VERIFY WITH CONSTRUCTION/MATERIALS ENGINEER IF CLAUSE $$637.03B\_1 OR $$637.03E\_1 IS NEEDED*

*INCLUDE CLAUSE $$637.03B\_1 ON SMALL PROJECTS IF A RELATIVELY SMALL AMOUNT OF ADDITIONAL STORAGE SPACE IS NEEDED FOR MATERIAL SAMPLES (INCLUDE WHEN A CONTRACTOR TESTING - 15401-0000 - PAY ITEM IS INCLUDED REGARDLESS OF QUANTITY OF THE MATRIALS BEING TESTED)*

*IF CLAUSE $$637.03B\_1 IS USED, DO NOT INCLUDE CLAUSE $$637.03E\_1*

$$637.03B\_1

637.03(a). Add the following:

Provide a storage area to accommodate the necessary samples of materials for testing.

Provide enough space for each sample. Samples may be stacked three units high using the sample containers required in Subsection 154.03. Provide one of the following:

* A fifth divided and separate area within the Government field office.
* A separate storage structure with minimum dimensions of 7-foot wide by 8-foot long by 6-foot high stationed within 50 feet of the Government field office. If an exterior structure is used, protect items being stored from contamination and weather elements, and maintain a temperature ranging from 40 ºF to 80 ºF.

*INCLUDE CLAUSE $$637.03E\_1 ON LARGE PROJECTS IF ADDITIONAL STORAGE SPACE IS NEEDED FOR MATERIAL SAMPLES (INCLUDE WHEN ASPHALT AND/OR AGGREGATE PAY ITEM QUANTITIES ARE MORE THAN 15,000 TONS AND/OR WHEN CONCRETE PAY ITEM QUANTITIES ARE MORE THAN 5,500 CUYD) IF CLAUSE $$637.03E\_1 IS USED BUT IS NOT APPLICABLE TO ALL LISTED MATERIALS, REMOVE THE NON-APPLICABLE MATERIALS AND REVISE THE INSTRUCTION STATEMENT AND THE LIST NUMBERING ACCORDINGLY*

*IF CLAUSE $$637.03E\_1 IS USED, DO NOT INCLUDE CLAUSE $$637.03B\_1*

$$637.03E\_1

637.03(a). Add the following:

Provide a storage area to accommodate one or a combination of the following:

**(1)** A minimum of 60 asphalt concrete samples and at least 3,000 pounds.

**(2)** A minimum of 5 aggregate samples and at least 3,000 pounds.

**(3)** A minimum of 40 12-inch high by 6-inch diameter Portland cement concrete test cylinders.

Provide enough space for each sample. Samples may be stacked three units high using the sample containers required in Subsection 154.03. Provide one of the following:

* A fifth divided and separate area within the Government field office.
* A separate storage structure with minimum dimensions of 7-foot wide by 8-foot long by 6-foot high stationed within 50 feet of the Government field office. If an exterior structure is used, protect items being stored from contamination and weather elements, and maintain a temperature ranging from 40 ºF to 80 ºF.

*INCLUDE THE FOLLOWING - USE 800 SQFT INSTEAD OF 400 SQFT FOR NATR PROJECTS OR LARGE PROJECTS NEEDING EXTRA FHWA STAFF DURING CONSTRUCTION - VERIFY WITH CONSTRUCTION WHICH FIELD OFFICE SIZE IS NEEDED - REMOVE SIZE NOT USED AND INSTRUCTION WORDING*

$$637.03A\_1

637.03. Delete Tables 637-1 and 637-2 and substitute the following:

| **Table 637-1**  **Minimum Requirements for Field Office and Associated Services** | |
| --- | --- |
| **Property** | **Size or Quantity** |
| Floor space, square feet | 400 *(see instruction)* 800 |
| Locking outside door, deadbolt with keys | 1 |
| Steps with slip-proof tread and handrails | (1) |
| Windows with locks | 2 |
| Total window area, square feet | 30 |
| Ceiling height, 7 feet | ✓ |
| Rooms including toilet room | 4 |
| Room size, except toilet room, square feet | 100 |
| Closet, 45-cubic foot | ✓ |
| Shelves, 12-inch depth, square feet | 12 |
| Electrical lighting | ✓ |
| Heat and air conditioning(2), maintain temperature of 72±7 °F | ✓ |
| Adequate electrical outlets | ✓ |
| Surge protectors | ✓ |
| Adequate electricity (120 and 240 V, 60 cycle as applicable) | ✓ |
| Adequate potable water supply | ✓ |
| Drinking water cooler with water supply | ✓ |
| Functioning sink with faucets for both hot and cold water with paper towels supply | ✓ |
| Functioning indoor toilet with toilet paper supply | ✓ |
| Parking for three vehicles on gravel surface | ✓ |
| 6-foot high chain link fence with gate around building and parking area | ✓ |

(1) As required by local code.

(2) If window air conditioning is provided, provide a separate unit for each room.

| **Table 637-2**  **Minimum Field Office Furnishings** | |
| --- | --- |
| **Property** | **Size or Quantity** |
| Table, 30-inch wide × 8-foot long × 30-inch high | 3 |
| File cabinet, 2-drawer, fire resistant, metal, with lock and keys | 1 |
| File cabinet, 4-drawer, metal | 1 |
| Desk, 12-square foot(1) | 2 |
| Desk lamp(1) | 2 |
| Office chair(1) | 5 |
| Storage cabinet, 6-foot wide × 36-inch high × 18-inch deep | 1 |
| Fire extinguisher | 1 |
| Compact refrigerator, 2.4 cubic feet minimum | 1 |
| Microwave oven, 1 cubic feet and 700 watts of cooking power minimum | 1 |

(1) Meet accepted industry standards for ergonomics.

*INCLUDE CLAUSES $$637.03C\_1, $$637.03D\_1, $$637.04A\_1, AND $$637.04B\_1*

$$637.03C\_1

637.03(b). Delete the Subsection and substitute the following:

**(b) Equipment.** Furnish the following office equipment in the Government field office:

**(1) Laser copy machine.** One self-feeding plain paper photocopying machine with the following minimum capabilities:

*(a)* Reproducing black and white, and color copies for each size paper;

*(b)* Equipped with 3 separate paper trays so that copying can be performed with 8½- by 11-inch (letter size), 8½- by 14-inch (legal size), and 11- by 17-inch paper without switching paper or paper trays;

*(c)* Automatic document feeder capable of making at least 20 copies per minute for each size paper;

*(d)* Reducing or enlarging originals, including duplex (double-sided) copying, for each size paper;

*(e)* Copying to Universal Serial Bus (USB) flash drive in Adobe Acrobat (\*.pdf) file format; and

*(f)* Built-in wireless technology (Wi-Fi capable).

Furnish all necessary supplies for the laser copy machine, including paper.

**(2) Laser printer.** One plain paper printing machine with the following minimum capabilities:

*(a)* Producing black and white, and color prints for each size paper;

*(b)* Equipped with 3 separate paper trays so that printing can be performed with 8½- by 11-inch (letter size), 8½- by 14-inch (legal size), and 11- by 17-inch paper without switching paper or paper trays;

*(c)* Automatic paper feeder capable of making at least 20 prints per minute for each size paper;

*(d)* Producing duplex (double-sided) prints for each size paper;

*(e)* Printing from direct personal computer (PC) and local area network (LAN) connections;

*(f)* Scanning to Adobe Acrobat (\*.pdf) file format; and

*(g)* Built-in wireless technology (Wi-Fi capable).

The laser printer may be one machine in combination with the laser copy machine. Furnish all necessary supplies for the laser printer, including paper.

**(3) Laser facsimile (FAX) machine.** One FAX machine with the following minimum capabilities:

*(a)* Automatic document feeder with a minimum capacity of 20 pages;

*(b)* Sending standard size documents up to and including 11- by 17-inch paper;

*(c)* Printing on plain paper; and

*(d)* Automatic dial/redial.

The laser FAX machine may be one machine in combination with the laser copy machine. Furnish all necessary supplies for the laser FAX machine, including paper.

**(4) High definition computer monitor.** One high definition LCD or LED computer monitor with the following minimum capabilities:

*(a)* 27-inch flat viewing screen;

*(b)* Video Graphics Array (VGA) and High Definition Multimedia Interface (HDMI) ports; and

*(c)* Supports an optimal resolution of 1920 x 1080 at 60Hz.

**(5) Computer keyboard.**  One computer keyboard with the following minimum capabilities:

*(a)* Standard 104-key Windows U.S. English QWERTY with keys for alphabet, functions, arrows, and numeric keypad; and

*(b)* Connects to a windows-based computer by either a USB cord or wirelessly.

**(6) Computer mouse.** One ergonomic computer mouse with the following minimum capabilities:

*(a)* Standard 2-button with a wheel for scrolling; and

*(b)* Connects to a windows-based computer by either a USB cord or wirelessly.

$$637.03D\_1

637.03. Add the following:

**(c) Lighting.** Provide ample exterior lighting to illuminate the area surrounding the Government field office at night. Equip the lights with photocell sensor devices and motion detectors to activate the lights.

$$637.04A\_1

637.04(b). Delete the last sentence.

$$637.04B\_1

637.04(b). Add the following:

Furnish the following communication equipment and services in the Government field office:

**(1) Telephone.** *(Specify number of telephones as requested by Construction - use word format “One”, “Two”, etc., not numerical format “1”,“2”)* cordless telephone(s) with the following minimum capabilities:

*(a)* Touch tone, hold button, intercom, and conference calling features;

*(b)* Two separate lines;

*(c)* Local and long distance telephone services; and

*(d)* One digital, telephone answering machine or voicemail service capable of answering, recording, storing, and playing back telephone messages with a storage capacity of at least 30 minutes in length.

**(2) High-speed Internet access.** One high-speed Internet service system with the following minimum capabilities:

*(a)* Download speed of 25,000 kilobits per second;

*(b)* Upload speed of 10,000 kilobits per second;

*(c)* Digital Subscriber Line (DSL), Fiber Optic Service (FIOS), a dedicated Transmission System 1 (T1), cable Internet service, or mobile hotspot (mifi);

*(d)* Equipped with a modem and a router with a firewall or a router and a firewall appliance;

*(e)* Router with Internet Protocol Version 6 (IPv6) capable, Wi-Fi Protected Access II (WPA2) or higher encryption, Simple Network Management Protocol (SNMP) Monitoring, Dynamic Host Configuration Protocol (DHCP), and at least Category 6 Registered Jack 45 (RJ45) LAN office drop cables; and

*(f)* Supports simultaneous Internet access of at least 3 workstations connected by Category 6 Registered Jack 45 (RJ45) LAN office drop cables.

Alternate Internet access service options may be submitted to the CO for approval.

Submit firewall configuration to the CO for approval. Do not change the firewall configuration after it is approved, unless a change request is submitted and approved in advance. Do not connect any equipment to the system other than U.S. DOT equipment.

**(3) Wireless air card.** One high speed, wireless air card for use with a Government laptop computer capable of providing access to the FHWA’s virtual private network (VPN).