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| Use on projects where the contractor will provide the government office. |

## Section 637. — FACILITIES AND SERVICES

**Construction Requirements**

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

Provide the facilities and services beginning no later than 14 days prior to beginning on-site construction activities and ending 21 days after final acceptance of all contract and Government option work.

**637.03. Facilities.** Delete the last sentence of the first paragraph and substitute the following:

Locate the Government field office within 15 miles of the project and where high-speed Internet service, as described in Subsection 637.04(b) (1), is available. Existing non-mobile office space in a commercial development is acceptable. Alternative locations and facilities may be proposed by the Contractor for acceptance by the CO. Obtain CO approval for field facilities, associated services, facility furnishings and office equipment prior to committing to or signing any agreements for these items.

**(a) Field office.** Add the following:

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

**(1)** A minimum of 20 asphalt concrete samples and at least 2,000 pounds.

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

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 divided or separated area within the Government field office.
* A separate storage structure with minimum dimensions of 8-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.

**(b) Residential housing.** Delete the Subsection and substitute the following:

**(b) Lighting.** For a standalone office, 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.

Add the following:

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

**(1) All-in-One (AIO) Device.** A self-feeding plain paper printer, copier and scanner with the following minimum capabilities:

*(a)* Printing, copying, and scanning black and white, and color hardcopies for each size paper; 8½- by 11-inch (letter size), 8½- by 14-inch (legal size), and 11- by 17-inch paper

*(b)* Equipped with 3 separate paper trays, 1 for each size paper; 8½- by 11-inch (letter size), 8½- by 14-inch (legal size), and 11- by 17-inch paper.

*(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)* Capable of scanning at 600 dpi for each size paper;

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

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

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

Furnish all necessary supplies for the AIO device, including paper.

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| Use this Table 637-1 if water and sewer connections will be available near the office site (flushing toilets and indoor sink with faucets will be required) |

Delete Table 637-1 and substitute the following:

| **Table 637-1****Minimum Requirements for Field Office and Associated Services** |
| --- |
| **Property** | **Size or Quantity** |
| Floor space, square feet | 450 |
| 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 | 3 |
| Room size, except toilet room, square feet | 100 |
| Closet, 45-cubic foot  | ✓ |
| Electrical lighting | ✓ |
| Heat and air conditioning(2), maintain temperature of 72±7 °F | ✓ |
| Adequate electrical outlets | ✓ |
| Surge protectors (3 Total) | ✓ |
| Adequate electricity (120 and 240 V, 60 cycle as applicable) | ✓ |
| Adequate potable water supply | ✓ |
| Functioning indoor sink with faucets for both hot and cold water with paper towel supply. | ✓ |
| Functioning hot water source. | ✓ |
| Functioning indoor flushing toilet with toilet paper supply  | ✓ |
| Parking for three vehicles on gravel or asphalt surface | ✓ |
| 6-foot high chain link fence with gate around building and parking area if it is a standalone building. Commercial offices with secure parking will not require a chain link fence.  | ✓ |

(1) As required by local code.

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

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| Use this Table 637-1 if water and sewer connections will NOT be available near the office site (portable toilet will be required) |

Delete Table 637-1 and substitute the following:

| **Table 637-1****Minimum Requirements for Field Office and Associated Services** |
| --- |
| **Property** | **Size or Quantity** |
| Floor space, square feet | 450 |
| 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 | 2 |
| Room size, except portable toilet, square feet | 100 |
| Closet, 45-cubic foot  | ✓ |
| Electrical lighting | ✓ |
| Heat and air conditioning(2), maintain temperature of 72±7 °F | ✓ |
| Adequate electrical outlets | ✓ |
| Surge protectors (3 Total) | ✓ |
| Adequate electricity (120 and 240 V, 60 cycle as applicable) | ✓ |
| Portable toilet with weekly service and cleanings. Provide adequate supply of hand sanitizer and toilet paper. Provide a padlock when requested | ✓ |
| Parking for three vehicles on gravel or asphalt surface | ✓ |
| 6-foot high chain link fence with gate around building and parking area if it is a standalone building. Commercial offices with secure parking will not require a chain link fence.  | ✓ |

(1) As required by local code.

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

Delete Table 637-2 and substitute the following:

| **Table 637-2****Minimum Facility Furnishings** |
| --- |
| **Property** | **Size or Quantity** |
| File cabinet, 2-drawer, fire resistant, metal, with lock & keys | 2 |
| File cabinet, 4-drawer, fire resistant, metal, with lock & keys | 1 |
| Table, 30 in. wide x 98 in. long x 30 in. high | 2 |
| Desk lamp(1) | 2 |
| Desk, 12-square foot(1) | 2 |
| Rolling office chair(1) | 3 |
| Office chair(1) | 4 |
| Storage cabinet, 72 in. wide × 36 in. high × 18 in. deep | 1 |
| Book case, 72 in. wide x 48 in. high x 16 in. deep | 1 |
| Small metal office trash cans | 3 |
| Fire extinguisher | 1 |
| Compact refrigerator, 2.4 cubic feet  | 1 |
| Microwave, 1.1 cubic feet and 1000 Watts of cooking power  | 1 |

(1) Meet industry standards for ergonomics.

**637.04 Services.**

**(b) Communications.** Add the following:

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

**(1) High-speed Internet access.** Provide dedicated commercial high-speed internet service with no bandwidth limitations, data caps, or throttling that meets the following minimum capabilities:

*(a)* Fiber Optic Service (FIOS), Cable Internet Service, or Digital Subscriber Line (DSL), with minimum speeds of:

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

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

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

*(c)* 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

*(d)* 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, including Satellite Internet, a dedicated Transmission System 1 (T1), or mobile hotspot (MiFi) may be submitted for approval if the required service options are not available.