

**SECTION 01200**  
**ENGINEER'S OFFICE**

**01200.01 GENERAL**

**A. Description**

This item shall consist of furnishing and maintaining in good condition a suitable office in a location acceptable to the Engineer in the immediate vicinity of the project site. The office shall be separate from any Office used by the Contractor and shall be for the exclusive use of County personnel and/or the Owner's representatives.

**B. Related Work Included Elsewhere**

Mobilization; Section 01100.

**C. Quality Assurance**

The engineer will inspect the condition and contents of the engineer's office at the beginning of the project and periodically for duration of the project. Any deficiencies will be reported to the Contractor who will promptly take whatever actions are necessary to correct the deficiency.

**D. Submittals**

The Contractor shall furnish proof to the Engineer that insurance is in effect which covers the engineer's office and contents as specified in Section 01200.02, Article C, prior to the start of any construction activity. The insurance must be kept in effect until the completion of the project, and evidence renewal of the policy, as necessary, shall be furnished by the Engineer. The insurance shall be in form, substance, and coverage satisfactory to the Engineer.

**01200.02 MATERIALS**

**A. Materials Furnished by the County**

1. The County will not furnish any materials for the engineer's office.
2. The Contractor may purchase water from the County's potable water system and may be allowed to make a temporary sanitary sewer connection to the public system. The Contractor shall contact the Department of Utilities, Meter Section for availability of potable water and conditions. Temporary connection permits to either water or sewer systems, if allowed, shall be obtained through the Inspections and Permits Department.

**B. Contractor's Options**

The Contractor may furnish a built-in-place, trailer type, or other office space meeting the requirements specified herein.

**C. Detailed Material Requirements**

## 1. Type

Engineer's office types specified in the Contract Documents shall have minimum square foot floor areas as follows:

- Type 1 - 150 square feet
- Type 2 - 200 square feet
- Type 3 - 400 square feet

## 2. General Requirements

Offices shall be waterproofed, sealed, and insulated. All doors, both exterior and interior, shall be equipped with locks. Windows to furnish natural light shall be constructed so as to open and close and shall have latches. Screens shall be provided for all exterior windows and doors. Screen doors shall be equipped with springs and latches. Satisfactory electric lighting and lighting services shall be furnished, and a minimum of two duplex convenience outlets shall be provided in each room. Heating and air conditioning equipment shall be furnished to maintain a temperature of not less than 70 Degrees Fahrenheit and no more than 78 Degrees Fahrenheit. Buildings shall be attractively painted on the outside and provided with a sign at least 4 feet long and 1 foot high, lettered to read as follows: FIELD OFFICE - ANNE ARUNDEL COUNTY - Department of Public Works. The letters, not less than 3 inches high, shall have a white border at least 1.5 inches wide. Floors shall be double thickness with building paper between.

## 3. Facilities and Office Equipment

Potable, cool water and neat, lockable sanitary toilet accommodations shall be provided. Toilet facilities shall be furnished with a sanitary napkin dispenser. They shall meet the requirements of the State Department of Health and/or the County Health Department.

The following are minimum requirements for office equipment:

- a. Office type desks shall have at least two drawers on each side and minimum top dimensions of not less than 32 inches x 60 inches.
- b. Comfortable chairs and stools as required.
- c. Fire resistant filing cabinet(s) (D Label) equipped with lock.
- d. A plan rack.

- e. Utility tables 30 inches high and having top dimensions of not less than 30 inches x 72 inches.
- f. Slant top drafting tables about 40 inches high at the front edge and having top dimensions not less than 36 inches x 72 inches.
- g. Closets, extending the full height from floor to ceiling, measuring not less than 24 inches x 30 inches in plan and equipped with locks and at least two shelves.
- h. Overhead cabinets not less than 15 inches deep and 18 inches high, equipped with a hinged door for each 2 feet of length, satisfactory door latches, and at least one shelf.
- i. One sanitary type water cooler supplied with water, which shall be kept cooled.
- j. One electric printing calculator with an instruction manual.
- k. One fire extinguisher - Dry Chemical, Multi-Purpose ABC (minimum size, 10 pound), equipped with a visual air pressure gauge. The fire extinguisher shall be checked monthly for stored pressure, etc.; also it shall be checked and tagged by a licensed company annually, and after each use.
- l. One first aid kit equivalent to 24-unit first aid kit as described in Title 29, Code of Federal Regulations 1926.50 (d) 2. The first aid kit shall be checked monthly and replenished to full complement monthly and after any accidents.
- m. One "Army litter" type stretcher.
- n. Electric typewriter.
- o. Telephone(s) for the exclusive use of the Engineer. Emergency telephone numbers of local doctors, ambulance services, hospitals, police, fire and rescue departments shall be conspicuously posted in the office.  
  
Telephone(s) shall be a domestic brand of telephone(s). The two telephones required for the Type 3 office shall be on separate lines with hold and intercom buttons for each phone. The system shall be of a modular design.
- p. Telephone answering machine.

#### 4. Maintenance

The engineers' office is to be maintained in a clean and sanitary manner. It will be the responsibility of the Contractor to have trash removed daily. The floors

shall be swept, damp mopped, and waxed bi-weekly. Interior and exterior windows shall be cleaned monthly. Sanitary facilities shall be cleaned and stocked daily, and the water cooler refilled as necessary.

5. Insurance

Insurance of twenty thousand dollars (\$20,000) (non-deductible) shall be provided to protect the County against any loss of its property due to fire, theft, vandalism, storm, or flood. It shall also include losses and damages to property of the County's employees stored in the office for use in performance of their duties.

6. Parking

A designated parking area shall be provided for all field offices for the exclusive use of County employees. Signs shall be posted by the Contractor to designate the assigned parking areas and enforcement of parking rules shall be the responsibility of the Contractor. This parking area will be stabilized as directed by the Engineer.

7. Tabulation of Detailed Requirements for Specific Type of Office

<u>Minimum Requirements</u>	<u>Office Type Designation</u>		
	<u>1</u>	<u>2</u>	<u>3</u>
Minimum Floor Space (Square Feet)	150	200	400
Minimum Inside Dimensions (Feet)	10 x 15	10 x 20	20 x 20
Rooms, Number & Size (Feet)	1	1	2 - 10 x 20
Desk, Office Type	1	2	2
Exterior Door(s)	1	1	2
Minimum Window Area (Square Feet)	30	45	40 Per Room
Chairs	3	4	6
Stool(s)	1	1	2
Filing Cabinet, Fire Resistant with lock	1-Two Drawer	1-Two Drawer	1-Four Drawer
Filing Cabinet with lock	----	----	1-Four Drawer
Utility Cabinet with three (3) adjustable shelves	1	1	1
Plan Rack	1	1	1
Utility Table(s)	1	1	2
Drafting Table(s)	1	1	2
Closet(s)	1	1	2
Overhead Cabinet (length in feet)	6	8	8
Printing Calculator (as specified)	1	1	1
Fire Extinguisher (as specified)	1	1	1
First Aid Kit	1	1	1
Electric Typewriter	1	1	1
Modern Paper Copy Machine with single step operation	----	----	1
County Parking Spaces	4	4	6
Telephone(s)	1	1	2

**01200.03 EXECUTION**

The office shall be set up, equipped, and made ready for use prior to commencement of any work on the project and shall remain until all field records have been completed. Upon removal, the location shall be cleaned up and, if necessary and appropriate, reseeded. The area shall be left in a condition acceptable to the Engineer.

**01200.04 METHOD OF MEASUREMENT**

Engineer's office will not be measured but will be paid for on a lump sum basis.

**01200.05 BASIS OF PAYMENT****A. General**

Payment of 50% of the lump sum bid price will be made as part of the first monthly estimate subsequent to complete installation of the engineer's office. The remaining 50% will be prorated and paid in equal amounts on each subsequent monthly estimate. The number of months used for prorating will be the number estimated to complete the work. The final month's prorata amount will not be paid until the final estimate. The price bid shall include furnishing all labor, materials, equipment, services, and incidentals necessary to provide, equip, maintain, insure, remove, and dispose of the office and clean up the site. Payment will also include installation, maintenance, and removal of the engineers parking area. The lump sum price bid shall prevail for offices built as described, equivalent trailer space, or other office space when such substitution is permitted.

**B. Utility Services**

Utility services including water, sanitary sewerage, fuel, electric, telephone shall be furnished, installed, and paid for by the Contractor including all monthly usage bills. The cost of utility services including monthly utility bills are included in the lump sum bid price for Engineers Office.