

642 Field Facilities

642.1 Description

- (1) This section describes furnishing, placing or erecting, equipping, and maintaining field offices and field laboratories as required in the contract at engineer-approved locations.

642.2 Materials

642.2.1 General

- (1) Provide field offices and field laboratories that are mobile, house-type trailers, or houses, or other engineer-approved types that are floored, roofed, and weatherproofed, and have a minimum ceiling height of 6 feet-9 inches.
- (2) Equip these facilities with suitable artificial lighting and adequate heating equipment along with the necessary fuel to maintain a minimum temperature of 68 F during the hours occupied.
- (3) Provide and maintain an adequate supply of bottled drinking water.
- (4) Provide and maintain suitable interior or exterior sanitary facilities conforming to State and local health requirements, in clean and good working condition, and stock with sanitary supplies for the duration of the contract.
- (5) Provide and maintain a portable handwashing station at every project field office without indoor handwashing facilities. Include a hands-free sink with foot-pump operated faucet, soap dispenser, paper towel dispenser, fresh water supply, and gray water collection tank. When daily low temperatures fall below 40 F, also provide a hand sanitizing station with lotion, wipes, or both inside the field office within 2 feet of the field office entry. Regularly service the stations and dispose of waste material. Provide additional supplies as needed.
- (6) Supply a first aid kit in each field office and field laboratory provided under the contract. Ensure the kits are readily accessible to project personnel. Check the contents of each kit at least once each week and replenish expended items. Ensure each kit contains, at a minimum, a supply of latex or nitrile gloves, CPR masks, adhesive tape, pressure and cling bandages, antiseptic wipes, bite/sting swabs, cold packs, and safety goggles.
- (7) For situations that may expose the eyes or body of a worker to corrosive or potentially harmful materials, provide emergency use facilities capable of flushing the eyes, or drenching the body of an exposed worker with water for 15 minutes.
- (8) Provide at least 4 windows, positioned for cross ventilation, and equipped with required locks and screens. Securely fasten heavy screening over all windows. Use screening made of No. 2 mesh, 14-gauge or heavier, steel wire cloth, galvanized after weaving.
- (9) Equip with a 6-pound or larger fire extinguisher conforming to class A, B, and C of the NFPA Code.
- (10) Equip the exterior doors with heavy-duty clasps bolted through the door and jamb with heavy-duty padlocks.

642.2.2 Field Office

642.2.2.1 General

- (1) Provide each field office with two rooms, separated by an interior door with a padlock. Ensure that each room has a separate exterior door and its own air conditioner. Locate the office where a quality internet connection can be achieved. Ensure quality cell phone reception is achievable inside the field office.
- (2) Provide local and long distance telephone service for exclusive department use that has the following:
 - Two programmable touch-tone phones, one of which is cordless. Ensure that phone operations will not interfere with other telecommunications equipment.
 - Voice mail service or an answering machine.
- (3) Provide unlimited high-speed internet service for exclusive department use with a modem/router capable of supporting cloud enabled file sharing, voice over internet protocol (VoIP), video conferencing, printing, and web based applications. Ensure that the system meets the following:
 - Includes a wireless modem/router for the field office.
 - Must accommodate IPSec based VPN products.
 - Has a broadband bandwidth range based on a minimum speed of 5 Mbps per staff member in a field office as follows:

Field office with 1-5 staff: A minimum connection speed of 25 Mbps.

Field office with 6 or more staff: A minimum connection speed of 100 Mbps.

Contracts over 50 million dollars: A minimum connection speed of 200 Mbps. Coordinate network setup at the leased office with the WisDOT network team.

- Must allow all users to connect concurrently.

- (4) Provide and maintain a Windows 10 compliant multi-function device with copy, print, and scan capabilities that can accommodate both 8 1/2" x 11" and 11" x 17" paper. Replenish paper, toner cartridges, and other supplies before fully expended. Ensure that department staff can connect to the device either directly or through the field office wireless network.
- (5) Equip with a drafting table with a drafter's stool. Except as specified in [642.2.2.4](#), provide 2 ergonomically correct office chairs in working condition with, at a minimum, the following:
 1. Five-legged base with casters.
 2. Seat adjustable from 15 to 22 inches from the floor with a seamless waterfall, rounded, front edge.
 3. High backrest with no arms or adjustable arms.

642.2.2.2 Type B

- (1) Under bid item Field Office Type B, furnish a facility with minimum exterior dimensions of 8 feet wide and 20 feet long, excluding hitch; and equipped as specified in [642.2.2.1](#)

642.2.2.3 Type C

- (1) Under bid item Field Office Type C, furnish a facility with minimum exterior dimensions of 10 feet wide and 30 feet long or 8 feet wide and 40 feet long, excluding hitch; equipped as specified in [642.2.2.1](#); and with the following:
 1. Two suitable office desks with drawers and locks.
 2. Three folding chairs.

642.2.2.4 Type D

- (1) Under bid item Field Office Type D, furnish a facility with minimum exterior dimensions of 10 feet wide and 30 feet long, excluding hitch; and equipped as specified in [642.2.2.1](#); and with the following:
 1. Three suitable office desks with drawers and locks.
 2. One additional office chair for a total of 3.
 3. Two folding tables.
 4. Nine folding chairs.

642.2.3 Field Laboratory

- (1) Under the Field Laboratory bid item, furnish a facility of minimum exterior dimensions of 8 feet wide and 16 feet long, excluding hitch; and equipped as specified in [642.2.2.1](#) except as follows:
 1. Provide a suitable workbench.
 2. Provide at least 15 linear feet of shelving, approximately 14 inch wide.
 3. Provide an adequate water supply for testing purposes.
 4. Only one air conditioner is required.
 5. No office chairs are required.
- (2) If using the laboratory for HMA pavement work, equip it with a suitable fan with a minimum capacity of 1000 cubic feet per minute, in good working condition. Install the fan in an outside wall above the work bench used for asphalt extraction testing. Enclose the fan inlet and work bench top in a suitable hood or enclosure that allows effective removal of the fumes from the extraction testing.

642.3 Construction

- (1) Locate field offices and field laboratories at engineer-approved locations. Do not combine field offices and field laboratories, or combine them with, or attached them to, any buildings used by the contractor, unless the engineer allows in writing.
- (2) Anchor or secure the field offices and field laboratories to prevent them from overturning by high velocity winds. Locate the field office in a dust-reduced and vibration-free environment.
- (3) Do not begin construction operations requiring the use of the field office and laboratory by the department, until the required field office and laboratory are furnished, leveled, secured, fully equipped, and made ready for use.
- (4) The field office and laboratory must remain available for department use until the engineer approves their closure or removal.
- (5) These field facilities are for the sole use of the department and upon contract completion remain the contractor's property.

- (6) The contractor may furnish, if the contract allows, the field office and field laboratory facilities jointly in cooperation with other contractors on designated projects.

642.4 Measurement

- (1) The department will measure the Field Office and Field Laboratory bid items as each field office or laboratory acceptably completed.

642.5 Payment

- (1) The department will pay for measured quantities at the contract unit price under the following bid items:

<u>ITEM NUMBER</u>	<u>DESCRIPTION</u>	<u>UNIT</u>
642.5000 - 5999	Field Office (type)	EACH
642.6000	Field Laboratory	EACH

- (2) Payment for the Field Office and Field Laboratory bid items is full compensation for providing, equipping, securing, and maintaining the facility; for telecommunications equipment, installation, and service fees; and for providing bottled water, utilities, fuel, ventilation, handwashing facilities, and toilet facilities as required, either independently or jointly, for the time specified in [642.3](#).
- (3) The department will pay for long distance telephone usage fees incurred by department staff.