

**SECTION 696 – FIELD OFFICE AND PROJECT SITE LABORATORY**

**696.01 Description.** This section describes furnishing, placing, maintaining and subsequently removing portable, weatherproof trailer(s) used exclusively by the Engineer as a field office and a project site laboratory.

**696.02 Materials.** Furnish and install new material necessary to complete this work.

**696.03 Construction.**

**(A) General.** Field office trailer and project site laboratory trailer provided shall conform to contract documents and as directed by the Engineer.

**(1)** Within 10 days after a contract is awarded, submit catalog cuts, shop drawings, or both for the Engineer's acceptance.

**(2)** The Engineer will determine exact location of trailer in the field. Place trailer(s) within two weeks after the Engineer determines location in the field.

**(3)** The Engineer and staff will have exclusive use of the trailer(s) and area surrounding trailer(s) within 30 feet of outer most edges of trailer(s). If there are two or more trailers, the distance shall be 30 feet from a square or rectangle formed by outer limits of trailer. Trailer(s) will be separated from any buildings used by the Contractor and utilities will not be shared. Construct an 8-foot high chain link fence with barbed wire and a double swing gate entrance with each gate having a width of 15 feet. Maintain a clearance of 30 feet minimum from the building, ramp, walkway, and stairs. The Engineer will determine exact location of the fence. Remove fencing and restore area after completion of project or removal of field office/project laboratory complex.

**(4)** Comply with local laws, ordinances, rules, and regulations pertaining to placing of trailer(s) and their appurtenances and its construction. Obtain necessary permits and licenses and publish or post notices required.

**(5)** Furnish and install required pipes and appurtenances including a water meter, to connect to closest County sewer main and water supply system. Connect pipes in accordance with plumbing ordinances of appropriate County and State Department of Health.

- 48 (6) Provide a combination surface mounted, weatherproof or  
49 raintight meter socket panel designated for single phase 3-wire  
50 solid neutral 120/240 volt service with a 4-jaw meter socket, 1 –  
51 100 amp. main breaker, 1 - 20 amp. breaker 2/pole, and 6 - 20  
52 amp. breaker single pole.  
53
- 54 (7) Maintain trailer(s), surrounding ground of trailer(s),  
55 furnishings, appliances, and other equipment in good order and  
56 provide rubbish pickup service twice a week for a period not to  
57 exceed 90 calendar days beyond date of final acceptance of the  
58 completed project by the State. Employees of State of Hawaii or  
59 their consultants may use field office trailer and project site  
60 laboratory trailer at no increase in contract price or contract.  
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- 62 (8) Trailer(s) and furnishings shall become the property of the  
63 Contractor upon completion of project. Remove trailer(s) within 7  
64 calendar days from end of 90-day period specified above or earlier  
65 upon receipt of written notice from the Engineer.  
66
- 67 (9) Provide and maintain a separate ADA compliant toilet facility  
68 for each trailer (8-feet x 4-feet minimum) which shall include a door  
69 and screened window. The toilet facility shall have a flush type  
70 toilet and wash basin with running water and all related plumbing  
71 fixtures necessary. Room shall have two lights, one light inside  
72 room and one light outside room. Both lights shall be connected to  
73 one switch, which shall be able to turn on both lights at same time.  
74 Toilet facility shall be for the exclusive use of State.  
75
- 76 (10) Clean site of trailer(s) and leave site in a clean and  
77 presentable condition after removal of trailer(s). Restore grass or  
78 pavement areas to same or better condition than original condition.  
79
- 80 (11) Furnish and install covered and lighted six-foot wide  
81 walkways with non-slip surfaces for length of trailer. If two or more  
82 trailers are provided, covered and lighted walkway shall connect all  
83 trailers. All exterior doors shall have a heavy-duty dead bolt lock,  
84 which is opened by a key from outside and a lever or knob from  
85 inside. In addition to heavy-duty dead bolt lock, all exterior and  
86 interior doors shall have a separate ADA compliant heavy-duty  
87 cylindrical lever handle entrance lock which shall have an outside  
88 deadlocking latch bolt operated by a key and a pushing turn button.  
89 Locks for trailer(s) shall be keyed alike, i.e., one key can open all  
90 doors. Provide 10 sets of keys for each trailer.  
91
- 92 (12) Provide trailer(s) with concrete hollow tile foundation and  
93 steps, four telephones, potable water, sewage disposal, electrical  
94 lighting (fluorescent) with an illumination of not less than 50-foot

95 candles, central air conditioner units of not less than 30,000 BTU  
96 rating each, five exterior flood lights on a timer and two fire  
97 extinguishers per trailer as specified by the Engineer. Telephones  
98 shall be key telephone set type with two separate lines per trailer.  
99

100 **(13)** Provide metal security screens over all trailer windows.  
101 Security screens shall be galvanized expanded metal sheet, 9  
102 gauge, welded to an angle iron frame welded to trailer. Security  
103 screens shall be galvanized prior to installation. All welded points  
104 shall be regalvanized.  
105

106 **(14)** Provide a monitored alarm system and fire alarm system that  
107 detects smoke and heat for field office and project site laboratory  
108 trailers. If more than one trailer is provided alarm system shall  
109 have one key pad in each trailer to set the alarms and shall be able  
110 to set alarm for all the trailers from each key pad. All perimeter  
111 openings and interior space shall be protected. Designate contact  
112 person to coordinate installation alarm with the Engineer prior to  
113 installation.  
114

115 **(B) Field Office.** Furnish a 12 feet x 56 feet trailer meeting  
116 requirements specified in contract documents.  
117

118 Submit to the Engineer a plan or brochure for acceptance of field  
119 office trailer. The Engineer shall determine layout for trailer facility  
120 including toilet.  
121

122 **(C) Project Site Laboratory.** Furnish a 10 feet x 24 feet trailer  
123 meeting requirements specified in contract documents.  
124

125 Submit to the Engineer a plan or brochure for acceptance of project  
126 site laboratory trailer. The Engineer shall determine layout for trailer  
127 facility including toilet.  
128

129 **(D) Field Office Trailer Furnishings.** Provide following items for each  
130 of the field office(s):  
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132 **(1)** Two file cabinets, metal with lock 4-drawer legal-size, 18  
133 inch W x 26 inch D x 52 inch H.  
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135 **(2)** One steel double pedestal executive with lock, dimensioned  
136 and equipped as follows, or similar:  
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138 **(a)** 60 inches long by 30 inches wide.  
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140 **(b)** Three box drawers on left pedestal and one box  
141 drawer and one file drawer on right pedestal.

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(3) Two steel double pedestal compact administrative desks with lock, dimensioned and equipped as follows, or similar:

(a) 54 inches by 24 inches wide.

(b) One box drawer and one file drawer at each pedestal.

(4) Three portable work tables, 72-inch L x 30-inch W x 29-inch H.

(5) Three executive swivel chair with arm rests and capable of adjusting tension and height. Padded areas shall be at least 2-1/2 inch thick. Chairs shall be on five canisters.

(6) One engineering draftsman stool with adjustable seat height up to 6 inches and backrest height up to 3-3/8 inches and a chrome foot ring or similar.

(7) Four stackable chairs steel framed.

(8) One aluminum framed bulletin board 38 inches wide by 36 inches high.

(9) One aluminum framed white porcelain enamel steel board 48 inches wide by 36 inches high with full length marker rail and a dry erase marker.

(10) One aluminum plan rack 25 inches long by 18 inches wide by 48 inches high.

**(E) Project Site Laboratory Trailer Furnishings:** Provide following items for project site laboratory.

(1) Two each steel double pedestal compact administrative desks with lock, dimensioned and equipped as follows, or similar:

(a) 54 inches long by 24 inches wide.

(b) One box drawer and one file drawer at each pedestal.

(2) One each portable work table (72-inch L x 30-inch W x 29-inch H).

(3) One each electric stove with oven.

189 (4) One each metal storage cabinet (6 feet H x 3 feet W) 2-door  
190 with lock.

191  
192 (5) Two each 4-drawer legal-size locking metal file cabinets (18-  
193 inch W x 26-inch D x 52-inch H).

194  
195 (F) **Maintenance of Trailers.** Force account work includes monthly  
196 utility charges (excluding initial installation, start up charges for utilities, or  
197 disconnection of utilities); maintaining trailer and surrounding ground of  
198 trailers; maintaining furnishings, appliances, and other equipment in good  
199 order; treating ground under buildings for termites; providing rubbish  
200 pickup service twice a week; providing and maintaining toilet facility;  
201 providing janitorial services for both buildings; relocating buildings if  
202 necessary; and as ordered by the Engineer.

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204 Site restoration shall be at no increase in contract price and  
205 contract time.

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207 **696.04 Measurement.**

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209 (A) The Engineer will measure maintenance of trailers on a force  
210 account basis in accordance with Subsection 109.06 – Force Account  
211 Provisions and Compensation and as ordered by the Engineer.

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213 (B) Field office trailer and project site laboratory trailer will be paid on a  
214 lump sum basis. Measurement for payment will not apply.

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216 **696.05 Payment.** The Engineer will pay for accepted pay items listed below at  
217 contract price per pay unit, as shown in proposal schedule. Payment will be full  
218 compensation for work prescribed in this section and contract documents.

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220 The Engineer will pay for each of following pay items when included in  
221 proposal schedule:

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Pay Item	Pay Unit
Maintenance of Trailers	Force Account

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227 An estimated amount for force account may be allocated in proposal  
228 schedule under “Maintenance of Trailers”, but actual amount to be paid will be  
229 the sum shown on accepted force account records, whether this sum be more or  
230 less than estimated amount allocated in proposal schedule.

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Field Office Trailer (Not to Exceed \$32,000.00)	Lump Sum
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Project Site Laboratory Trailer (Not to Exceed \$22,000.00)	Lump Sum
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**696.05**

236 Contract lump sum amount for field office trailer and project site laboratory  
237 trailer includes initial utility installation and start up costs and disconnection of  
238 utilities.

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240 Maximum bids allowable for field office and project site laboratory amount  
241 in excess of the allowable maximum for either or both items, the indicated  
242 amount or amounts shall be reduced to allowable maximum, as appropriate.  
243 "Sum of All Items" in proposal schedule shall be adjusted to reflect any such  
244 reduction. For purposes of comparing bids and determining contract price to be  
245 inserted in contract awarded to bidder, if so awarded, "Sum of All Items" adjusted  
246 in accordance with foregoing shall be used and bidder's proposal shall be  
247 deemed to have been submitted for amounts as reduced and adjusted in  
248 accordance herewith.

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**END OF SECTION 696**