

1090201 ENGINEER'S FIELD OFFICE
COMMENTS FROM INTERNAL/INDUSTRY REVIEW

Bob Burleson
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Comments: (9-18-14, Internal)

“Approved” is better than “selected” but I think Field Office should be furnished by the CEI not the Contractor. This would eliminate lots of discussion and also put the cost into CEI in lieu of Construction.

You’ll all love this one that I heard a few weeks ago: We just finished a project where the CEI furnished the field office, a perfect old store with everything they wanted and needed. When the project was over and the CEI moved, our roadway subcontractor wanted to use the same building (for convenience of meetings, etc that FDOT and all had been accustomed to) to meet his contract requirement on a project right around the corner. Problem was that the building was 1150 sf and the contract was 1200. You know what happened next....

So delete Field Office by the Contractor.

Response: Thank you for the review and comment. The Department will continue to evaluate the use of this Specification and the associated Pay Items. The last sentence of 109-2.1 will be modified to give the Engineer greater flexibility in approving alternate office options.
Change made.

Anonymous

Comments: (9-24-14)

"shall be separate from any building used by the Contractor" -- does this imply that if a "building" has multiple storefronts like in a strip mall or office complex, the contractor's office and the Engineer's field office cannot share that "building" even if they have separate office entrances or do you want the spec to mean that the contractor's and engineer's office cannot share the same office space.

Response: Thank you for the review and comment. It is not the Department’s intent to prohibit the Engineer’s Field Office and the Contractor’s Office from being located in the same “office complex” or “strip mall”. Rather, the intent is to prohibit the Engineer and Contractor from sharing the same office space. This has not been raised as a statewide issue. No change needed at this time as part of this review and proposed change.
No change made.

Neil Monkman
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Comments: (9-29-14)

I think the verbiage change is an excellent improvement to the specifications, but do have a suggestion. It appears that the intent is to now allow the contractor to select the location, but by

use of the word approved still gives the department final say. I have typed up 10 different suggestions and can't come to anything that doesn't drag the specification out more. As long as the intent is understood, I don't foresee too many issues with this.

Response: Thank you for the review and comment. The intent of this change is to remove the previous requirement that the Engineer select the office location. Moving forward the Engineer will approve an office location selected by the Contractor. No change needed at this time as part of this review and proposed change.
No change made.

Deborah Ihsan
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Comments: (10-21-14)

1. 109-2.1: Requirement that “each room shall have at least one weatherproof window” and that each window “be screened and open and close to provide adequate ventilation”.

There are many climate controlled office spaces which have windows that don't open and do not have screens. We recommend that the spec differentiate between an office space and a mobile trailer when discussing these requirements.

In a mobile trailer, the windows should open and have screens, and there should be a weatherproof window in every room.

In an office building, there should be at least one weatherproof window, but none of the widows should have to open or have screens.

Ultimately, we agree with the proposed change that the Engineer approves, but does not select the space.

Response: Thank you for the review and comment. The last sentence in subarticle 109-2.1 will be revised to state, “The Engineer may approve an equivalent facility provided it meets the need for the project.”

2. 109-2.3: Request to add janitorial services to the spec.

The field office space will be used by both FDOT employees and by Consultant staff for Hybrid Projects. The Department has no mechanism to pay for the janitorial services and/or supplies required for a field office. Our only option would be to use Operating Budget, and we cannot allow our Consultants to use our supplies that are purchased with operating budget.

Response: Thank you for the review and comment. A field office is not intended to be used on hybrid contracts. These small Contracts should be administered out of the inspectors vehicle or allow the hybrid inspectors to have access to the department residency or operations center offices when needed. No change needed at this time as part of this review and proposed change.

No change made.

Subarticle states that “The Department will provide janitorial services and supplies, including paper supplies for the restrooms.” Request the spec be revised to state “the Contractor, instead of “The Department”.

Response: Thank you for the review and comment. The Department will not require the Contractor to provide janitorial services and supplies for the Department’s use. No change needed at this time as part of this review and proposed change.
No change made.

Request addition of the following language: “No less than 30 days prior to the first chargeable day of the contract, the field office shall be professionally cleaned by the Contractor. Weekly, the contractor shall professionally clean the field office. The term professionally cleaned includes but is not limited to cleaning/washing/scrubbing of the floors, walls, ceilings, and windows; disinfecting and cleaning restrooms; and emptying all wastebaskets.”

Response: Please see previous response.

3. 109-2.3: The current specification requires the Contractor to “Provide a field office for Department use, beginning 30 calendar days before Contract Time begins and remaining for 30 calendar days after final acceptance”. We have found that the Contractor does not initiate a lease/coordinating the office until they have their NTP and know when their first chargeable day is. Therefore, if there are only a few days of flexible time on the contract, then the 30 days is unattainable.

These following two sentences seem to create a potential conflict.

Provide a field office for Department use, beginning 30 calendar days before Contract Time begins and remaining for 30 calendar days after final acceptance, unless the Department requests removal earlier.

Do not begin work before the field office is available for Department use.

Response: Thank you for the review and comment. These two sentences do not conflict. The number of days was changed from 10 to 30 in the January 2012 Workbook. The contractor is required to meet both requirements: providing the field office 30 days prior to contract time beginning and not starting work until the field office is available. To meet both requirements, either the district includes the flexible start time special provision or the contractor provides the field office prior to NTP in order to use all available contract days. Typically, the Department would reimburse the contractor for costs associated with providing the field office prior to NTP if the Department terminated the contract. No change needed at this time as part of this review and proposed change.
No change made.

We need the office to be available 30 days before the contractor starts contract work, as the first sentence states. Recommend discussing with the State Construction Office how to best implement. If the field office specification is being used on our hybrid contracts, we may want to look at having at least 30 days of flexible time for those contracts to get the office situated.

Response: Thank you for the review and comment. A field office is not intended to be used on hybrid contracts. These small contracts should be administered out of the inspectors vehicle or allow the hybrid inspectors to have access to the department residency or operations center offices when needed. See response to comment above about 30 day requirement. No change needed at this time as part of this review and proposed change.
No change made.

4. 109-3: Add janitorial service charges to the second sentence.

Response: Thank you for the review and comment. The Department will not require the contractor to provide janitorial services and supplies for the Department's use. No change needed at this time as part of this review and proposed change.
No change made.

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Comments: (10-23-14)

1. Comment for this document is related to the requirement that "each room shall have at least one weatherproof window". I wonder if the intent is to have a requirement of one weatherproof window per office location.

Response: Thank you for the review and comment. The intent of the specification is that each room in the field office shall have at least one weatherproof window. No change needed at this time as part of this review and proposed change.
No change made.

If the office is located in an office building there is a good chance that not all rooms will have windows. (current Specification 109-2.1 – recommend change for windows per "office" versus per "room") Also, note that the requirement is that there are screens and that each window can "open and close to provide adequate ventilation"; there are many offices that have windows that don't open nor have screens, this could be a hard specification to meet and may not be a necessary requirement.

Response: Please see response to comment No. 1 from Deborah Ihsan above.
No change made.

2. Add janitorial services to the spec. Note, as we are all aware, Specification 109-2.3 states that "The Department will provide janitorial services and supplies, including paper supplies for the restrooms." Our recommendation is to revise "The Department" to "The Contractor".

Response: Please see response to comment No. 2 from Deborah Ihsan above.
No change made.

3. Add language that the field office shall be in place and operational 30 days prior to the first chargeable work day and not removed until 30 days after final acceptance. (current Specification 109-2.3 already requires this)

Note, although the current specification already requires to “Provide a field office for Department use, beginning 30 calendar days before Contract Time begins and remaining for 30 calendar days after final acceptance”, what we have found is that the Contractor does not initiate a lease/coordinating the office until they have their NTP and know when their first chargeable day is. Therefore, if there is only a few days of flexible time on the contract, then the 30 days is unattainable. If the field office specification is being used on our hybrid contracts, we may want to look at having a good 30 days of flexible time for those contracts to get the office situated.

Response: Please see response to comment No. 3 from Deborah Ihsan above.

No change made.
