PART 1 – GENERAL

1.01 SECTION INCLUDES

A. Temporary sanitary facilities.
B. Engineer’s field office.
C. Contractor’s field office.
D. Storage and parking areas.
E. Enclosed storage and shops.
F. Protective barricades and safety precautions.
G. Temporary fencing.
H. Security.

1.02 RELATED SECTIONS

A. Refer to the following sections for requirements
   1. General Conditions Article GC9.8.1
   2. Section 01 35 24, Construction Safety
   3. Section 01 57 00, Temporary Controls
   4. Section 32 31 13, Chain Link Fences and Gates

1.03 MEASUREMENT AND PAYMENT

A. Separate measurement or payment will not be made for work required under this Section. All costs in connection with the work specified herein will be considered to be included with the related item of work in the Bid Schedule of the Bid Form, or incidental to the Work.

B. Provision for Engineer's Field Office shall be paid for as indicated on the applicable Bid Item in the Bid Schedule of the Bid Form.
1.04 GOVERNING LAWS

A. Temporary facilities shall be in compliance with applicable federal, state, county, municipal, and local utility laws, rules, and regulations. Nothing in these Contract Documents shall be construed to permit work not conforming with such codes and regulations.

1.05 TEMPORARY SANITARY FACILITIES

A. Provide adequate temporary toilet conveniences, washing facilities, and drinking water for the use of all employees and persons engaged on or about the Work, including Subcontractors and their employees. Drinking water shall be potable and drinking water facilities shall be clean and sanitary.

B. Locate sanitary facilities where approved by authorities having jurisdiction and maintain in a clean and sanitary condition during the course of the Work. Keep such facilities adequately supplied with toilet paper, paper toweling, paper cups, and related supplies as required.

C. At completion of the Work, sanitary facilities shall be properly disinfected and all evidence of same removed from the site.

1.06 ENGINEER’S FIELD OFFICE

A. Requirements:

1. For Contract base value greater than or equal to two and a half million dollars ($\geq 2,500,000$) and less than ten million dollars ($< 10,000,000$), provide a single wide trailer. The Engineer’s office shall have an enclosed floor space of at least 700 square feet within 100 square feet of counter space and 120 square feet of overhead shelving.

2. For Contract base value greater than or equal to ten million dollars ($\geq 10,000,000$) and less than fifty million dollars ($< 50,000,000$), provide a double wide trailer with Conference Room. The Engineer’s office shall have an enclosed floor space of at least 1400 square feet. The office shall be configured with two (2) small offices, one (1) large conference room, six (6) cubicles, and one (1) kitchenette/break area.

3. For Contract base value greater than or equal to fifty million dollars ($\geq 50,000,000$), provide a double wide trailer with offices only. The Engineer’s office shall have an enclosed floor space of at least 1400 square feet. The office shall be configured with four (4) small offices, six (6) cubicles, and one (1) kitchenette/break area.

4. Provide mobile units or temporary buildings, with water, sanitary facilities, electrical power, and parking facilities, hereinafter called the “Engineer’s field office,” for use by the Engineer and District representatives in administering the Contract. The Engineer’s field office shall be situated in the work area at a location approved by the Engineer and adjacent to the Contractor’s field office.
The Engineer’s field office shall be furnished and ready for occupancy by the District within 30 Days after the effective date of the Notice to Proceed.

5. The Engineer’s field office shall be maintained and serviced by the Contractor, as herein specified, until the final invoice has been submitted by the Contractor and approved by the District, as set forth in General Conditions Article GC9.8.1.

6. Mobile units shall have all the features specified herein. If the Contractor elects to provide a building or buildings in lieu of mobile units, the buildings shall conform to local building codes and shall have the features specified herein, with substitute materials allowable subject to approval of the Engineer.

B. Construction and Materials: Provide hauling, building, and connection permits. The field office shall be substantially constructed to provide office space for the construction time period specified in the Contract Specifications. Materials shall be good commercial quality. The amount of space (square feet) required for the Engineer’s field office is specified in the Contract Specifications. As a minimum, provide the following features and facilities:

1. Exterior and interior surfaces, other than factory finished, painted with two coats of an approved paint of a color or colors approved by the Engineer. No painting will be required on aluminum or stainless steel surfaces.

2. Interior walls and ceilings paneled with finished plywood or gypsum wallboard of not less than one-half inch thickness, or other suitable material.

3. Floors covered with resilient flooring material such as vinyl composition tile or sheet vinyl flooring. Floors shall be constructed to withstand a live load of 50 psf.

4. One restroom minimum, each with lavatory, water closet, mirror, soap holder, toilet paper holder, and paper towel dispenser. Restroom shall comply with State and Federal accessibility requirements. Water supply may be from a self-contained water storage tank, and water closets may be self-contained, flushing chemical units. Lavatory, urinal, and water closet waste may drain into a self-contained holding tank.

5. Entrance doors shall comply with applicable State and Federal accessibility requirements.

6. Lighting of 100 foot-candles minimum at desk height uniformly in all areas except rest rooms. Provide restroom with adequate lighting.

7. Duplex electrical receptacles around interior walls at an approximate spacing of 10 feet on center.

8. An electric drinking fountain for furnishing cool water. Water supply for drinking fountain may be bottled drinking water.

9. An automatically controlled heating/cooling system.
10. Water, sewer, telephone, high-speed internet, and electrical utility connections as required. High-speed internet service with internet modem and high-speed wireless internet router, ten (10) wired ethernet connection with minimum download speed = 100 Mbps, Minimum upload speed = 50 Mbps shall be provided.

11. Adequate access from public streets shall be provided to the field office, together with parking spaces as specified in the Contract Specifications. Include spaces for handicapped parking stalls as specified in the Contract Specifications. The access roadway and parking area shall be graded for drainage and surfaced with temporary concrete or asphalt pavement in an approved manner.

C. Furnishings and Equipment: The single wide trailer shall be equipped with the following:

1. Three (3) L-shaped desks (approximately 72-inches by 60-inches) with six (6) lockable desk drawers (2 per table).

2. One (1) cubicle (approximately 72-inches by 72-inches by 56-inches high) with one (1) L-shaped desks (approximately 72-inches by 72-inches), with one (1) 3-drawer, 15-inches wide, keyed (1 per cubicle table), with one (1) overhead cabinet, 48-inches by 14-inches by 14-inches, keyed (1 per cubicle table).

3. One (1) folding table, 30-inches by 98-inches for break room.

4. Seven (7) swivel office chairs with wheels.

5. Two (2) 4-drawer metal file cabinets, 15-inches wide, keyed, UL 350 1-hour fire resistant.

6. Four (4) bookcases, 36-inches by 12-inches deep, 5 shelves.

7. Three (3) dry erase board, 48-inches wide by 36-inches high with markers and erasers.

8. Six (6) waste baskets, 7 gallon rectangular.

9. One (1) mobile plan rack, 12 bracket, 36-inches wide adjustable, vertical.

10. One (1) colored copier/scanner:

   a. Capability of copying/scanning 8-1/2 inches by 11 inches, 8-1/2 inches by 14 inches, and 11 inches by 17 inches double sided originals

   b. Automatic feed paper size selection with 2,500 sheet capacity bin sorter and stapler

   c. Service contract with maintenance including toner and ink replacements

   d. 30 pages per minute double sided 8-1/2 inches by 11 inches, 8-1/2 inches by 14 inches, and 11 inches by 17 inches double – colored and black and white
11. One (1) phone and fax machine, with answering capabilities on two lines.
12. One (1) refrigerator 18 cubic feet minimum volume.
13. One (1) microwave 1.7 cubic feet minimum volume.
14. One (1) water dispenser with hot and cold water.
15. One (1) small table, 48-inches by 36-inches minimum for kitchenette.
16. One (1) OSHA compliant 25 person First Aid Kit.
17. One (1) fire extinguisher – 2A:10B:C.
18. Two (2) smoke and CO detector – battery operated.
19. One (1) Shared Male/Female restroom.

D. Furnishings and Equipment for double wide trailer with conference room shall include the following:

1. One (1) L-shaped desks (approximately 72-inches by 60-inches) with six (6) lockable desk drawers (2 per table).
2. Two (2) drafting tables, 36-inches by 48-inches in plan room.
3. One (1) folding table, 30-inches by 96-inches in plan room.
4. One (1) conference room table, 12-feet by 4-feet minimum.
5. Six (6) cubicle (approximately 72-inches by 72-inches by 56-inches high). Each cubicle shall be equipped with one (1) L-shaped desk (approximately 72-inches by 72-inches), one (1) 3-drawer, 15-inches wide, keyed, one (1) overhead cabinet, 48-inches by 14-inches by 14-inches, keyed.
6. Twenty (20) swivel office chairs with wheels.
7. Four (4) 4-drawer metal file cabinets, 15-inches wide, keyed, UL 350 1-hour fire resistant.
8. Four (4) bookcases, 36-inches by 12-inches deep, 5-shelves.
9. Two (2) dry erase board, 48-inches wide by 36-inches high, with markers and erasers.
10. Twelve (12) waste baskets, 7 gallon rectangular.
11. Two (2) mobile plan rack, 12 bracket, 36-inches wide adjustable, vertical.
12. One (1) colored copier/scanner:
   a. Capability of copying/scanning 8-1/2 inches by 11 inches, 8-1/2 inches by 14 inches, and 11 inches by 17 inches double sided originals
   b. Automatic feed paper size selection with 2,500 sheet capacity bin sorter and stapler
   c. Service contract with maintenance including toner and ink replacements
   d. 30 pages per minute double sided 8-1/2 inches by 11 inches, 8-1/2 inches by 14 inches, and 11 inches by 17 inches double – colored and black and white

13. One (1) phone and fax machine with answering capabilities on 2 lines.

14. One (1) refrigerator 18 cubic feet minimum volume.

15. One (1) microwave 1.7 cubic feet minimum volume.

16. One (1) water dispenser with hot and cold water.

17. One (1) small table, 48-inches by 36-inches minimum for kitchenette.

18. One (1) OSHA compliant 25 person First Aid Kit.

19. One (1) fire extinguisher – 2A:10B:C.

20. Two (2) smoke and CO detector – battery operated.

21. One (1) shared Male/Female restroom.

E. Furnishings and Equipment for double wide trailer with offices only shall include the following:

1. Three (3) L-shaped desks (approximately 72-inches by 60-inches) with six (6) lockable desk drawers (2 per table).

2. Two (2) drafting tables, 36-inches by 48-inches in plan room.

3. One (1) folding table, 30-inches by 96-inches in plan room.

4. Six (6) cubicle (approximately 72-inches by 72-inches by 56-inches high). Each cubicle shall be equipped with one (1) L-shaped desk (approximately 72-inches by 72-inches), one (1) 3-drawer, 15-inches wide, keyed, one (1) overhead cabinet, 48-inches by 14-inches by 14-inches, keyed.

5. Fourteen (14) swivel office chairs with wheels.

6. Six (6) 4-drawer metal file cabinets, 15-inches wide, keyed, UL 350 1-hour fire resistant.

7. Eight (8) bookcases, 36-inches by 12-inches deep, 5-shelves.
8. Four (4) dry erase board, 48 inches wide by 36-inches high, with markers and erasers.

9. Twelve (12) waste baskets, 7 gallon rectangular.

10. Two (2) mobile plan rack, 12 bracket, 36-inches wide adjustable, vertical.

11. One (1) colored copier/scanner:
   a. Capability of copying/scanning 8-1/2 inches by 11 inches, 8-1/2 inches by 14 inches, and 11 inches by 17 inches double sided originals
   b. Automatic feed paper size selection with 2,500 sheet capacity bin sorter and stapler
   c. Service contract with maintenance including toner and ink replacements
   d. 30 pages per minute double sided 8-1/2 inches by 11 inches, 8-1/2 inches by 14 inches, and 11 inches by 17 inches double – colored and black and white

12. One (1) phone and fax machine, with answering capabilities on 2 lines.

13. One (1) refrigerator 18 cubic feet minimum volume.

14. One (1) microwave 1.7 cubic feet minimum volume.

15. One (1) water dispenser with hot and cold water.

16. One (1) small table, 48-inches by 36-inches minimum for kitchenette.

17. One (1) OSHA compliant 25 person First Aid Kit.

18. One (1) fire extinguisher – 2A:10B:C.

19. Two (2) smoke and CO detector – battery operated.

20. One (1) shared Male/Female restroom.

F. Services: Provide maintenance, utility, and janitorial services throughout the specified period as follows:

1. Repair and daily cleaning of the field office, parking, and access area.

2. The furnishing of drinking water, paper cups and towels, toilet paper, light bulbs, and such other basic necessities required for the operation and maintenance of the field office. For mobile units with holding tanks, provide periodic removal of waste material and cleaning of holding tank as required. Provide self-contained water storage tank with fresh, potable water as required. Refill when tank is down to 1/4 full.

3. Provide security measures and area protection equivalent to that used by the Contractor for the Contractor’s jobsite shop and field office facilities.
4. Provide services for utilities indicated in Article 1.05.B.10, including monthly charges, account fees, service charges, connection fees and deposits. Telephone service shall include long distance costs.

1.07 CONTRACTOR’S FIELD OFFICE

A. The Contractor shall provide and maintain, in good condition, on the site or near the site as approved by the Engineer, a temporary field office of suitable size for construction administrative operations and consultations with representatives of the District.

B. The Contractor’s field office shall contain a complete set of Contract Documents.

C. The Contractor shall make arrangements and pay all costs, including service and toll charges, until Substantial Completion of the Work, for temporary telephone service in the temporary field office, for use by the Contractor and Subcontractors, for purposes related to the Work.

D. If no Engineer’s field office is required, the Contractor’s field office shall include the following for the exclusive use of the Engineer:

1. A minimum 30 inches by 60 inches metal table with four chairs.

2. A lockable metal two drawer filing cabinet. Furnish the Engineer with two sets of keys. The Contractor shall not retain any key to this cabinet.

1.08 STORAGE AND PARKING AREAS

A. The Contract Drawings may indicate work areas available to the Contractor for storage of materials and for parking of construction equipment. If so indicated, these areas will be provided to the Contractor for the durations indicated in the Contract Specifications. Additional work and storage space, if required, shall be provided by the Contractor at Contractor’s expense.

B. The Contractor shall provide parking facilities for the Contractor’s personnel, Subcontractors, supplier’s delivery vehicles, and authorized visitors. Off-site parking facilities (if any) shall not impair or interfere with existing community parking and traffic conditions, regulations, and restrictions.

1.09 ENCLOSED STORAGE AND SHOPS

A. The Contractor shall provide all temporary storage and shop rooms that may be required at the jobsite for safe and proper storage of tools, materials, and equipment. Construct such rooms only in locations indicated or as approved by the Engineer, and so as not to interfere with the proper installation and completion of other work.

B. Remove such rooms within three Days of receipt of notices from the Engineer that removal is necessary, and incur all expenses for such removal.
C. Storage of gasoline or similar fuels shall conform to NFPA regulations and local fire department regulations and shall be confined within definite boundaries apart from buildings as approved by the Engineer and the jurisdictional fire marshal.

1.10 PROTECTIVE BARRICADES AND SAFETY PRECAUTIONS

A. Construct and maintain barricades, lights, shoring, and warning signs as required by Federal and State safety ordinances and as required to protect the District’s property from injury or loss and as necessary for the protection of the public and adjacent properties. Provide walks around obstructions made in a public place for executing the Work. Leave all protection in place and maintain until removal is authorized.

B. Maintain access to and clearly mark Fire Department Connection (FDC).

C. Guard and protect all workers, pedestrians, and the public from excavations, construction equipment, obstructions, and other dangers with adequate railings, guard rails, temporary walks, barricades, warning signs, directional signs, overhead protection, planking, decking, danger lights, and other suitable safeguards.

D. Flaggers shall be provided to direct or divert pedestrian or vehicular traffic when necessary as specified in Section 01 57 00, Temporary Controls.

E. Additional safety requirements are specified in Section 01 35 24, Construction Safety.

1.11 TEMPORARY FENCING

A. The Contractor shall furnish, construct, maintain, and later remove temporary fencing around the jobsite perimeter as indicated. Contractor is responsible for all maintenance of temporary fence, including but not limited to removal of graffiti within 24 hours and preventing fence from falling over.

B. Except as otherwise specified herein, temporary fencing shall conform to Specifications Section 32 31 13, Chain Link Fences and Gates.

C. Used materials may be employed for temporary fencing, provided such used materials are good, sound, and are suitable for the purpose intended.

D. Fencing materials may be commercial quality, provided the dimensions and sizes of said materials are equal to, or greater than, the dimensions and sizes indicated in Specifications Section 32 31 13, Chain Link Fences and Gates. Additional fencing options include the following:

1. Posts may be either metal or wood.

2. Galvanizing and painting of steel items will not be required.

3. Treating wood with wood preservatives will not be required.

4. Concrete footings for metal posts will not be required, except where portable footings are required for temporary anchorage of posts.
E. Temporary fencing that is damaged from any cause during the progress of the Work shall be repaired or replaced by the Contractor at no additional cost to the District.

F. When no longer required for the Work, temporary fencing shall be removed. Removed fencing and related materials shall become the property of the Contractor and shall be removed from the jobsite, except as otherwise provided herein.

G. Holes caused by the removal of temporary fences shall be properly filled to match adjacent surfaces.

H. In public areas, temporary fencing stands, supports, and corners shall be made obvious with high visibility safety cones secured at each fence stand and support. Temporary fencing in public parking areas shall have reflective cones at each corner. Fencing may also require additional reflectors when requested by the Engineer. Ensure that fence supports shall support screened fencing during wind events. Temporary fencing and gates shall be inspected regularly during daily inspections. Screen fencing and supports shall be designed to withstand wind loading in accordance with Caltrans False Work Manual. Submit engineering calculations stamped by engineer responsible in change holding the current California Civil or Structural Engineer registration.

1.12 SECURITY

A. The Contractor shall provide for security of the Work and the Jobsite until final inspection and Acceptance of the Work. Storage areas shall be suitably fenced and lighted and routinely patrolled by security guards.

B. The District assumes no responsibility for protection of structures and finished work or for loss of materials and equipment from the time that Contract operations have commenced until Acceptance of the Work.

C. If watchman service is deemed necessary by the Contractor, such protection shall be provided by the Contractor, and all costs therefore shall be paid for by the Contractor.

D. Damaged, lost, or stolen materials and equipment, whether or not stored or already installed, shall be replaced by the Contractor with new specified materials and equipment, including reinstallation where applicable, at no additional cost to the District.

PART 2 – PRODUCTS

Not Used
PART 3 – EXECUTION

3.01 CLOSEOUT

A. Upon completion of the Work, or prior thereto when required by the Engineer, remove temporary facilities’ structures and installations from the District's property.

B. Return exterior areas utilized for temporary facilities to their original, natural state or, when called for on the Contract Documents, complete such areas as indicated.

END OF SECTION 01 52 00