

## **PROJECT OFFICE AND FIELD OFFICE PERFORMANCE SPECIFICATION**

### **1.0 INTRODUCTION**

This Project Office and Field Office Performance Specification requires the Design-Builder to provide a Project Office and a Field Office for the use of LA DOTD personnel and their designated agents and representatives.

### **2.0 PROJECT OFFICE REQUIREMENTS**

Within 45 calendar days of the Contract Notice to Proceed date, the Design-Builder shall provide a Project Office either at the Project site or within a 5-mile radius of the Project site, at the discretion of the Design-Builder. This Project Office shall be located on a site provided by the Design-Builder, which will allow adequate parking space.

The Project Office shall house the Design-Builder's Key Personnel, including the Design-builder's Project Manager, Construction Manager, and Design Manager; Project records and reports; and all equipment necessary for administering the Contract. The Project Office shall include four (4) offices of sufficient size to accommodate LA DOTD personnel and their designated agents and representatives. Also, the Project Office shall have at least one (1) conference room of sufficient size to accommodate Project-related meetings; and appropriate storage areas, restroom facilities and kitchen facilities for the Project.

The Project Office shall be equipped with all necessary office, conference room and kitchen furniture, refrigerator, microwave oven, stove, heating and air conditioning, and all necessary utilities including electricity, water, gas, sewer, telephones and telephone service, and internet service. The Project Office shall be handicapped accessible.

The Project Office shall remain in full service until final completion, acceptance, and close-out of the project.

### **3.0 FIELD OFFICE REQUIREMENTS**

Within 30 calendar days of the Contract Notice to Proceed date, the Design-Builder shall provide a Field Office at the Project site or within close proximity of the Project Office, at the discretion of the Design-Builder. This Field Office shall be separate from the Design-Builder's Project Office and shall be solely for the use of LA DOTD personnel and their designated agents and representatives. This Field Office shall be located on a site provided by the Design-Builder, which will allow adequate parking space for LA DOTD personnel and their designated agents and representatives.

The Field Office shall be of sufficient size to accommodate LA DOTD personnel and their designated agents and representatives. The Field Office shall be a minimum of 1,700 S.F. in size, and shall include the following:

- Two (2) offices with minimum dimensions of 12' X 14'
- Two (2) offices with minimum dimensions of 10' X 12'
- One (1) work station area with minimum dimensions of 16' X 24'
- One (1) reception area with minimum dimensions of 10' X 12'
- One (1) kitchenette with minimum dimensions of 10' X 12'
- One (1) storage area with minimum dimensions of 10' X 12'
- One (1) conference room with minimum dimensions of 12' X 16'
- One (1) men's restroom
- One (1) women's restroom

The Field Office shall be equipped with all necessary office, conference room and kitchenette furniture, refrigerator, microwave oven, heating and air conditioning, and all necessary utilities including electricity, water, gas, sewer, telephones and telephone service, and internet service. The Field Office shall be handicapped accessible.

The Field Office shall remain in full service until final completion, acceptance, and close-out of the project.