*USE THIS* *VARIATION OF SECTION 637 WHEN THE CONTRACTOR IS REQUIRED TO PROVIDE A FIELD OFFICE FOR THE FHWA PROJECT ENGINEER TO USE (PAY ITEMS 63701-0000 AND 63702-0000)*

*DO NOT USE* *THIS VARIATION WHEN THE PARTNER AGENCY PROVIDES A FIELD OFFICE. SEE THE ALTERNATE 637 LOS SECTIONS FOR THE OTHER SECTION 637 SITUATIONS - VERIFY WITH CONSTRUCTION WHICH VARIATION IS MOST APPROPRIATE TO USE*

*REMOVE ITALICS AND PARENTHESES FROM INSERT FIELDS BUT KEEP THE* *HIGHLIGHTING*

$$637.00A\_1

Section 637. — FACILITIES AND SERVICES

Revised 25 September 2024

*INCLUDE THE FOLLOWING SPEC INSTRUCTION LINE (CLAUSE $$637.02A\_1) AND ONE OF THE CLAUSES $$637.02B\_1, $$637.02C\_1, OR $$637.02D\_1 AS APPROPRIATE - VERIFY WITH CONSTRUCTION WHICH OF THE CLAUSES $$637.02B\_1, $$637.02C\_1, OR $$637.02D\_1 IS APPROPRIATE TO USE*

$$637.02A\_1

637.02. Add the following:

*INCLUDE CLAUSE $$637.02B\_1 WHEN A SPECIFIC FIELD OFFICE LOCATION HAS BEEN AGREED ON BY THE PARTNER AGENCY AND CONSTRUCTION (IF CLAUSE $$637.02B\_1 IS USED, ALSO INCLUDE THE SPEC INSTRUCTION LINE ABOVE (CLAUSE $$637.02A\_1))*

$$637.02B\_1

Locate the Government field office at *(insert location)*, as approved by the CO.

*INCLUDE CLAUSE $$637.02C\_1 FOR URBAN PROJECTS - USE FOR A DISTANCE OF 5 MILES OR LESS; IF NECESSARY, ADJUST DISTANCE AFTER DISCUSSION WITH CONSTRUCTION (IF CLAUSE $$637.02C\_1 IS USED, ALSO INCLUDE THE SPEC INSTRUCTION LINE ABOVE (CLAUSE $$637.02A\_1))*

$$637.02C\_1

Locate the Government field office within 5 miles of the project site and where highspeed internet service, as described in Subsection 637.04(k), is available.

*INCLUDE CLAUSE $$637.02D\_1 FOR RURAL PROJECTS - USE FOR A DISTANCE OF 5 MILES OR MORE; IF NECESSARY, ADJUST DISTANCE AFTER DISCUSSION WITH CONSTRUCTION (IF CLAUSE $$637.02D\_1 IS USED, ALSO INCLUDE THE SPEC INSTRUCTION LINE ABOVE (CLAUSE $$637.02A\_1))*

$$637.02D\_1

Locate the Government field office within 15 miles of the project site and where highspeed internet service, as described in Subsection 637.04(k), is available. In remote locations where highspeed internet service is not available, the field office distance range may be extended or waived by the CO.

*INCLUDE CLAUSE $$637.02E\_1 (ALSO INCLUDE THE SPEC INSTRUCTION LINE ABOVE (CLAUSE $$637.02A\_1))*

$$637.02E\_1

Clean the Government field office weekly to the approval of the CO.

*INCLUDE CLAUSE $$637.03A\_1*

$$637.03A\_1

637.03(a). Add the following:

Provide a storage facility conforming to Subsection 637.03(c).

Provide office equipment conforming to Subsection 637.03(e). Include an adequate supply of surge protectors for the office equipment.

*INCLUDE CLAUSES $$637.03B\_1* *AND $$637.03C\_1 ON LARGE PROJECTS IF ADDITIONAL STORAGE SPACE IS NEEDED FOR MATERIAL SAMPLES (INCLUDE WHEN ASPHALT AND/OR AGGREGATE PAY ITEM QUANTITIES ARE MORE THAN 15,000 TONS AND/OR WHEN CONCRETE PAY ITEM QUANTITIES ARE MORE THAN 5,500 CUYD) - VERIFY WITH CONSTRUCTION IF THE HIGHLIGHTED SAMPLE QUANTITIES NEED TO BE INCREASED (DO NOT DECREASE THE HIGHLIGHTED SAMPLE QUANTITIES)*

$$637.03B\_1

637.03(c). Add the following after the first sentence:

Ensure the storage facility has a minimum 6-foot inside (floor to ceiling) dimension and can accommodate one or a combination of the following:

* A minimum of 60 asphalt concrete samples and at least 3000 pounds.
* A minimum of 5 aggregate samples and at least 3000 pounds.
* A minimum of forty 6- by 12-inch concrete test cylinders.

Provide enough space for each sample. Samples may be stacked three units high using the sample containers required in Subsection 154.03.

Maintain a temperature ranging from 40 to 80 ºF within the storage facility.

$$637.03C\_1

637.03(c). Add the following:

**(3) Storage room.** Provide a fifth divided and separate storage area within the Government field office.

*INCLUDE CLAUSE $$637.03D\_1 AND THE 2ND AND 3RD BULLETS FOR ALL PROJECTS*

*FOR NATR PROJECTS OR LARGE PROJECTS NEEDING EXTRA FHWA STAFF DURING CONSTRUCTION, INCLUDE THE 1ST BULLET - VERIFY WITH CONSTRUCTION IF THE LARGER FIELD OFFICE SIZE IS NEEDED FOR OTHER NON-NATR PROJECTS*

$$637.03D\_1

Table 637-1. Amend the Field Office requirements as follows:

* Delete the "Floor space, square feet, 400" of the first row and substitute "Floor space, square feet, 800".
* Add "Closet, 45-cubic foot, 1 each".
* Add "with paper towels supply" to the "Sink with faucets for both hot and cold water" row.

*INCLUDE CLAUSE $$637.03E\_1*

$$637.03E\_1

637.03. Add the following:

**(e) Office equipment.** Provide the following office equipment in the Government field office:

**(1) Laser copy machine.** One self-feeding plain paper photocopying machine with the following minimum capabilities:

*(a)* Reproducing black and white, and color copies for each size paper;

*(b)* Equipped with 3 separate paper trays so that copying can be performed with 8½- by 11-inch (letter size), 8½- by 14-inch (legal size), and 11- by 17-inch paper without switching paper or paper trays;

*(c)* Automatic document feeder capable of making at least 20 copies per minute for each size paper;

*(d)* Reducing or enlarging originals, including duplex (double-sided) copying, for each size paper;

*(e)* Copying to Universal Serial Bus (USB) flash drive in Adobe Acrobat (\*.pdf) file format; and

*(f)* Built-in wireless technology (Wi-Fi capable).

Provide all necessary supplies for the laser copy machine, including paper.

**(2) Laser printer.** One plain paper printing machine with the following minimum capabilities:

*(a)* Producing black and white, and color prints for each size paper;

*(b)* Equipped with 3 separate paper trays so that printing can be performed with 8½- by 11-inch (letter size), 8½- by 14-inch (legal size), and 11- by 17-inch paper without switching paper or paper trays;

*(c)* Automatic paper feeder capable of making at least 20 prints per minute for each size paper;

*(d)* Producing duplex (double-sided) prints for each size paper;

*(e)* Printing from direct personal computer (PC) and local area network (LAN) connections;

*(f)* Scanning to Adobe Acrobat (\*.pdf) file format; and

*(g)* Built-in wireless technology (Wi-Fi capable).

The laser printer may be one machine in combination with the laser copy machine. Provide all necessary supplies for the laser printer, including paper.

**(3) Laser facsimile (FAX) machine.** One FAX machine with the following minimum capabilities:

*(a)* Automatic document feeder with a minimum capacity of 20 pages;

*(b)* Sending standard size documents up to and including 11- by 17-inch paper;

*(c)* Printing on plain paper; and

*(d)* Automatic dial/redial.

The laser FAX machine may be one machine in combination with the laser copy machine. Provide all necessary supplies for the laser FAX machine, including paper.

**(4) High definition computer monitor.** One high definition LCD or LED computer monitor with the following minimum capabilities:

*(a)* 27-inch flat viewing screen;

*(b)* Video Graphics Array (VGA) and High Definition Multimedia Interface (HDMI) ports; and

*(c)* Supports an optimal resolution of 1920 x 1080 at 60Hz.

**(5) Computer keyboard.** One computer keyboard with the following minimum capabilities:

*(a)* Standard 104-key Windows U.S. English QWERTY with keys for alphabet, functions, arrows, and numeric keypad; and

*(b)* Connects to a windows-based computer by either a USB cord or wirelessly.

**(6) Computer mouse.** One ergonomic computer mouse with the following minimum capabilities:

*(a)* Standard 2-button with a wheel for scrolling; and

*(b)* Connects to a windows-based computer by either a USB cord or wirelessly.

*INCLUDE CLAUSES $$637.04A\_1 AND $$637.04B\_1*

$$637.04A\_1

637.04(k). Add the following:

Submit firewall configuration for approval. Do not change the firewall configuration after it is approved. Do not connect any equipment to the system other than U.S. Department of Transportation equipment.

$$637.04B\_1

637.04. Add the following:

**(n) Wireless air card.** Provide one high speed, wireless air card for use with a Government laptop computer capable of providing access to the FHWA’s virtual private network (VPN).