

TxDOT Directive

Subject: Contractor Supplied Field Offices on Projects

Purpose: To promote cost savings by limiting the need for Contractor supplied field offices on projects.

Work Item: Item 504

Policy:

Contractor supplied state field offices will no longer be allowed. Exceptions to this policy require the approval of the District Engineer in writing.

General Comments:

Size and appurtenances should be stated in the approval letter and listed in the General Notes. Item 504.2.A.3.

Use of locked cabinets in a contractor's field office in lieu of a field office for TxDOT hard copy records is encouraged.

When the use of a field office is allowed, use the minimum functional size possible.

This directive does not pertain to Field Labs, but, minimal lab requirements should also be utilized.

Projects that typically would NOT require Field Office:

PM overlay projects
Shoulder widening projects
Seal Coat projects
Off-System Bridges
On-System Bridges

The DE may consider exceptions to the policy based on the following criteria:

- Duration is estimated to be greater than 24 months,
- Scope creates unusual situations requiring on-site facilities,
- Travel time or distance between project site and existing TxDOT facilities is excessive,
- Other factors.

2/26/2010
Effective Date


Signature