

SCOPE OF WORK

Administration, Drill Hall, & Tie-To Buildings Roof Replacement

East Jersey State Prison
Rahway, Middlesex County, NJ

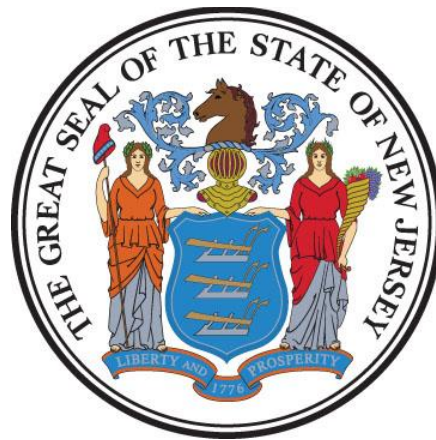
Project No. C0964-00

STATE OF NEW JERSEY

Honorable Mikie Sherrill, Governor
Honorable Dr. Dale G. Caldwell, Lt. Governor

DEPARTMENT OF THE TREASURY

Aaron Binder, State Treasurer



DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Thomas A. Edenbaum, Director

Date: April 15, 2026

TABLE OF CONTENTS

SECTION	PAGE
I. OBJECTIVE	4
II. CONSULTANT QUALIFICATIONS.....	4
A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS.....	4
III. PROJECT BUDGET	4
A. CONSTRUCTION COST ESTIMATE (CCE)	4
B. CURRENT WORKING ESTIMATE (CWE)	5
C. CONSULTANT'S FEES	5
IV. PROJECT SCHEDULE.....	5
A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE	5
B. CONSULTANT'S PROPOSED DESIGN & CONSTRUCTION SCHEDULE	6
V. PROJECT SITE LOCATION & TEAM MEMBERS	7
A. PROJECT SITE ADDRESS.....	7
B. PROJECT TEAM MEMBER DIRECTORY	7
1. DPMC Representative.....	7
2. Client Agency Representative.....	7
VI. PROJECT DEFINITION	8
A. BACKGROUND	8
B. FUNCTIONAL DESCRIPTION OF THE BUILDING.....	8
1. Administration Building	8
2. Drill Hall Building	8
3. 'Tie-To' Building.....	9
VII. CONSULTANT DESIGN RESPONSIBILITIES	9
A. ROOF SYSTEM INSPECTION.....	9
B. NEW ROOFING DESIGN REQUIREMENTS	13
C. ROOF MONITOR RESPONSIBILITIES	16
D. EMERGENCY REPAIRS	17
E. SITE REQUIREMENTS	18
F. HAZARDOUS BUILDING MATERIALS.....	18
G. DESIGN MEETINGS & PRESENTATIONS.....	20
H. EXISTING DOCUMENTATION	20
VIII. PERMITS & APPROVALS.....	21

A. NJ UNIFORM CONSTRUCTION CODE PERMIT 21

B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS..... 23

IX. BIDDING AND CONTRACT AWARD RESPONSIBILITIES.....23

X. CONSTRUCTION ADMINISTRATION RESPONSIBILITIES ..23

XI. PROJECT CLOSE-OUT PHASE.....24

XII. ENERGY REBATE AND INCENTIVE PROGRAMS.....24

XIII. ALLOWANCES25

A. PERMIT FEE ALLOWANCE 25

1. Permits 25

2. Permit Costs 25

3. Applications 25

4. Consultant Fee..... 25

B. HAZARDOUS MATERIALS TESTING AND REPORT ALLOWANCE 25

C. HAZARDOUS MATERIALS ABATEMENT DESIGN ALLOWANCE 26

D. HAZARDOUS MATERIALS CONSTRUCTION ADMINISTRATION ALLOWANCE 26

E. ROOF MONITOR ALLOWANCE..... 26

XIV. SOW SIGNATURE APPROVAL SHEET.....28

XV. CONTRACT DELIVERABLES29

XVI. EXHIBITS29

A. SAMPLE PROJECT SCHEDULE FORMAT

B. PROJECT SITE LOCATION MAP

C. PHOTOS

D. ADMINISRATION BUILDING ADDITION ROOF PLANS

E. EJSP SPECIAL PROJECT PROCEDURES

I. OBJECTIVE

The objective of this project is the removal and replacement of the roofing systems on the Administration, Drill Hall, and Tie-To buildings at the Department of Corrections (DOC) East Jersey State Prison.

The Administration building is approximately 12,763 square feet.

The Drill Hall building is approximately 36,855 square feet.

The Tie-To building is approximately 17,166 square feet.

II. CONSULTANT QUALIFICATIONS

A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS

The Consultant shall be a firm pre-qualified with the Division of Property Management & Construction (DPMC) in the following discipline(s):

- **P035 Roof Consultant**

The Consultant shall also have in-house capabilities or Sub-Consultants pre-qualified with DPMC in:

- **P025 Estimating/ Cost Analysis**
- **P037 Asbestos Design**
- **P038 Asbestos Safety Control Monitoring**
- **P065 Lead Paint Evaluation**

As well as, **any and all** other Architectural, Engineering and Specialty Disciplines necessary to complete the project as described in this Scope of Work (SOW).

III. PROJECT BUDGET

A. CONSTRUCTION COST ESTIMATE (CCE)

The initial Construction Cost Estimate (CCE) for this project is \$2,268,140.

The Consultant shall review this Scope of Work and provide a narrative evaluation and analysis of the accuracy of the proposed project CCE in its technical proposal based on its professional experience and opinion.

B. CURRENT WORKING ESTIMATE (CWE)

The Current Working Estimate (CWE) for this project is \$3,150,195.

The CWE includes the construction cost estimate and all consulting, permitting and administrative fees.

The CWE is the client agency's financial budget based on this project Scope of Work and shall not be exceeded during the design and construction phases of the project unless DPMC approves the change after notification from the consultant during the design process and in a revised CWE deliverable.

C. CONSULTANT'S FEES

The construction cost estimate for this project ***shall not*** be used as a basis for the Consultant's design and construction administration fees. The Consultant's fees shall be based on the information contained in this Scope of Work document and the observations made and/or the additional information received during the pre-proposal meeting.

IV. PROJECT SCHEDULE

A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE

The following schedule identifies the estimated design and construction phases for this project and the estimated durations. The Consultant's proposed design and construction schedule shall be in Gantt chart format and calendar day durations with start and finish dates for each task.

PROJECT PHASE	ESTIMATED DURATION (Calendar Days)
1. Site Access Approvals & Schedule Design Kick-off Meeting	14
2. Inspection Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
3. Design Development Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
4. Final Design Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14

5. Final Design Re-Submission to Address Comments	7 (See Note)
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14
6. Permit Application Phase	7
• <i>Issue Plan Release</i>	
7. Bid Phase	42
8. Award Phase	28
9. Construction Phase	240
10. Project Close Out Phase	30

Note: The Final Design Phase is considered complete upon the release of Construction Documents by the DPMC Code Group and/or the Department of Community Affairs (DCA).

B. CONSULTANT’S PROPOSED DESIGN & CONSTRUCTION SCHEDULE

The Consultant shall submit a project design and construction schedule with its technical proposal that is similar in format and detail to the schedule depicted in **Exhibit ‘A.’** The schedule developed by the Consultant shall reflect its recommended project phases, phase activities, and activity durations.

A written narrative shall also be included with the technical proposal explaining the schedule submitted and the reasons why and how it can be completed in the time frame proposed by the Consultant.

This schedule and narrative will be reviewed by the Consultant Selection Committee as part of the evaluation process and will be assigned a score commensurate with clarity and comprehensiveness of the submission.

PROJECT NAME: Administration, Drill Hall, & Tie-To Buildings Roof Replacement
PROJECT LOCATION: East Jersey State Prison
PROJECT NO: C0964-00
DATE: April 15, 2026

V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The location of the project site is:

East Jersey State Prison
1100 Woodbridge Road
Rahway, New Jersey 07065

GPS Coordinates: 40.591141° N, -74.267178° W

See **Exhibit 'B'** for the project site location map.

B. PROJECT TEAM MEMBER DIRECTORY

The following are the names, addresses, and phone numbers of the Project Team members.

1. DPMC Representative

Name: Andrew Boden, Project Manager
Address: Division of Property Management & Construction
20 West State Street, 3rd Floor
Trenton, NJ 08608-1206
Phone No: (609) 306-0315
E-Mail: Andrew.Boden@treas.nj.gov

2. Client Agency Representative

Name: Stefan J. Viau, Project Manager
Address: Department of Corrections
P.O. Box 863
Trenton, New Jersey, 08625
Phone No: (609) 292-4036 ext. 5246
E-Mail: Stefan.J.Viau@doc.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

East Jersey State Prison (formerly "Rahway State Prison") is a maximum-security prison operated by the New Jersey Department of Corrections (DOC), in Rahway Township, New Jersey (see Exhibit 'B' Project Site Location Map). The facility was established in 1896 as Rahway State Prison, and was the first reformatory in New Jersey, officially opening in 1901.

The East Jersey State Prison (EJSP) facility currently holds approximately 1300 incarcerated persons and employs approximately 800 guards on staff. It is a walled prison with four housing wings connected around the central Rotunda building (See Exhibit 'B' Project Site Map). The Administration building is the main access to the facility. The Drill Hall building is accessed via the 'Tie-To' building. The remainder of the area within the prison walls includes additional housing and support buildings in a campus configuration with a single recreational

B. FUNCTIONAL DESCRIPTION OF THE BUILDING

The Consultant will evaluate each of the buildings below for recommendations to replace the roofing systems and provide any roof-related repairs.

The buildings are currently occupied, and it is not determined whether any sections or spaces of the buildings will be occupied during construction. Due to the needs of the EJSP operation, discussions will be held during the design phase to determine the occupancy status and/or any phasing needed during construction.

1. Administration Building

The Administration Building is connected east of central Rotunda. It is the main entrance to the EJSP and used as office administration space for the facility (See Exhibit 'B' Project Site). The building is one floor, approximately 12,763-sq.ft., and constructed of steel and concrete with a brick façade. It was built in the 1950s with an addition to the building in 1984 (See **Exhibit 'D'** Administration Building Addition Roof Plan). The roof system is a steel metal deck built-up roof with gutters and drainpipes around the perimeter. The roof system supports the HVAC equipment, exhaust fans, and air vents. There are no exterior ladders from ground level to this roof top. The existing roofing system needs repair, has reached its end of useful life, and requires replacement. An aged sentry box guard tower sits on a concrete brick column accessed by a ladder. The rooftop also has a security fencing with razor ribbon around the perimeter that requires replacement (See **Exhibit 'C'** Photos).

2. Drill Hall Building

The Drill Hall building is connected west of the Tie-To building (See **Exhibit 'B'** Project Site

Map). The building was constructed with the original buildings in 1901 and is approximately 36,855-sq.ft.. It is 3 floors and constructed of brick, stone and masonry. The building serves as a drill hall, dining hall, instructional space, and gymnasium. The steel truss metal decking roofing system is finished with a slate exterior. The roof has leaks and damage that is beyond repair. DOC's intention is to replace the slate roof with shingles. Access to the other floors in the Drill Hall is via the stairway in the Tie-to building. There is a 1-story separate, attached kitchen building that was added in the 1970s (See **Exhibit 'C'** Photos).

3. 'Tie-To' Building

The Tie-To Building is the connection between the Drill Hall to the west and the Rotunda building on the east (See **Exhibit 'B'** Project Site Map). The building was part of the initial prison construction and is approximately 17,166-sq.ft. It is 3 floors and constructed of timber, wood, and masonry. The building's roofing system is a wood truss supported pitched shingled roof that is in poor condition and requires replacement. There is a roofing difference between the stairway section and the remainder of the roof of the Tie-To building. The open riser stairwell is used to access the other floors of this building and is also used by the Drill/Dining Hall building. The upper levels serve as the medical, hospital, and out-patient spaces for EJSP (See **Exhibit 'C'** Photos).

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. ROOF SYSTEM INSPECTION

1. General

The Consultant shall conduct an inspection of each of the building roofs to identify conditions of the existing roofing systems and related roofing components. Numbered below are potential roof inspection items; however, the Consultant shall identify the final list based on observations made at the pre-proposal site visit and discussion with the Agency. All costs for the roof inspection shall be estimated by the Consultant and the amount included in the lump sum of their fee proposal. The Design Consultant shall consider during the roof inspection all measurements, verification of roof dimensions, quantities, and all costs for replacing the roofing system.

During the inspection of the Administration building, and inclusive of the replacement of the roof system, the security fencing and razor ribbon/barbed wire on the Administration building shall be removed, demolished, and replaced. The sentry box guard tower on the roof top (See **Exhibit 'C'** Photos) shall be inspected and determine the need for any roof-related repairs, blocking, curbing, flashing, etc.

2. Roof System

The Consultant shall perform roof test cuts to confirm the type of roofing systems installed, the roofing materials used, the number of plies, the type, thickness, membranes, underlayment, and attachment method of each layer of insulation, type and condition of deck, location and quantity of wet insulation. Perform a visual survey to determine the existing construction and condition of the walls, flashings, expansion joints, boots, nailing strips, water repellants, etc. and all other components that could affect the water tightness of the roof.

3. Roofing Materials

Investigate the condition of the roof deck parapet walls, as applicable, awnings, flashing, gables, copings, masonry, caulking, pointing materials, mortar, specialty work, etc. and determine the need for replacement.

4. Fixed Roof Mounted Items

Investigate the condition of all fixed roof mounted items such as hatches, skylights, exhausts, vents, covers, louvers, light fixtures, guy wires and anchors, piping and supports, wire for cable television or surveillance equipment and electrical conduit, etc. to determine those that should be repaired and/or replaced or installed in conduit. Inspect the attachment methods to ensure the fasteners are installed correctly and waterproofed where appropriate.

5. Security Fencing

Investigate the existing conditions of the roof top perimeters including but not limited to the Administration building for the security fencing and razor ribbon replacement. The Consultant shall provide the design for the demolition, removal, and replacement of the existing security fencing and razor ribbon/ barbed wire on the Administration building. (See **Exhibit 'C'** Photos). The new security fencing is to be installed and fastened to a raised block/ curb along the building's top roof perimeter. The Consultant shall include all design and calculations.

6. Roof Gutters/ Leaders

Perform a visual survey of the roof area to determine areas lacking positive drainage. Investigate the condition of all gutters and leaders. Ensure that they are located properly and are sufficient in number and size to drain all accumulated water from the surface of the roof in accordance with code. Evaluate alternatives for diverting runoff from the existing combined sewer system to a separate storm water runoff point. Provide recommendations.

All drains shall be removed and reset or repositioned so that the drain is below the roof membrane surface. Provide for the interior cleaning, repair, replacement and additional drains as required and ensure that drainage water will be carried away from the building foundations,

footings, lanes and sidewalks. Investigate the abandonment of leaking interior drain lines and the installation of new interior lines where access is impossible for repairs and/or replacement. Piping from HVAC units should properly discharge into drains.

Investigate the need for additional roof drains where required to eliminate standing or ponding water. New interior roof drain piping shall be designed to avoid interference with existing ductwork, structural members, and miscellaneous piping, electrical conduit, hangers, etc. The design documents shall include detailed information that describes the methods required to protect the furniture, equipment, and interior building finishes.

7. Structural Investigation

Obtain a set of original building as-built drawings; if available, or take field measurements that will verify the existing dimensions of the structural components supporting the new roofing systems.

Evaluate the steel truss system supporting the Drill Hall roofing system and provide recommendations, if any, for repair. Evaluate the wood truss system supporting the Tie-To roofing system and provide recommendations, if any, for repair. Determine the allowable loading on the deck and structure for both buildings.

8. Construction Canopy

Investigate the need for a temporary canopy that will prevent roofing materials, construction tools and equipment, dirt and debris, solvents, sealants, bonding adhesives, etc. from injuring personnel using the access areas of the building during the demolition and construction activities. Building emergency egress routes must be maintained throughout construction.

9. Mechanical Equipment

Investigate all the rooftop mechanical equipment and confirm the locations, conditions, and elevations of the curbs, supports, and units. Document the existing physical and operating condition of the units including colored photographs for reference. If the units are damaged or changed in any way, or the connections are physically altered during the construction phase, this information will be used to verify that the Contractor for this project has restored the units to their original survey condition.

10. Other Items

Investigate the Administration Building rooftop for the design and installation of block/ curbing to be used for the fastening of the security fencing. Provide the design and specifications for any necessary flashing and drainage.

Investigate the need for any required lighting for illuminating the roof tops.
Investigate any other item not identified above but would be considered part of the roofing system components.

11. Life Cycle Cost Analysis

The Consultant shall conduct a Life Cycle Cost Analysis comparing the various roofing systems that are applicable to the building type for this project. Provide a matrix that compares the criteria being analyzed and assign appropriate weights to the criteria in order to evaluate and recommend the appropriate roofing system to the Project Team. Note that the names of three equal roofing system manufacturers must be listed in the design documents. Items to review shall include, but not be limited to:

- Life expectancy of the roofing systems.
- Available warranties and their costs.
- Material and installation costs.
- Annual maintenance costs.
- ASHRAE 90.1 (latest version) Energy Standards.
- Estimated energy savings.

12. Roof Inspection Report & Presentation

Provide four (4) copies of the Roof Inspection Report to the DPMC Project Manager. The document shall be presented in an 8 ½" x 11" bound booklet that contains a Table of Contents describing all of the information contained in the document. Information shall include a narrative description of all inspection items and the negative and positive findings for each, drawings and/or sketches, photographs of each item inspected, calculations, meeting minutes, correspondence, test data, etc. An Executive Summary shall be provided.

An oral presentation shall be made to the DPMC Project Team members describing the existing roof system, the inspection findings, and the recommended new roofing system. The Project Team shall review these findings and approve the recommendations based on available project funding and the importance of the recommendation. The Consultant may not proceed with the design of any report recommendations unless they have written approval from the DPMC Project Team Manager.

13. Roof Inspection Report & Specification

Provide an "Existing Construction" Section in Division 1 of the specification that describes the approved Roof Inspection Report items that are to be included in this project and all other information that will assist the Contractor in determining the methods and costs to remove and replace the roofing system and related components.

B. NEW ROOFING DESIGN REQUIREMENTS

1. New Roof System Criteria

Recommend and provide the design for new roofing systems for each building in accordance with the approved recommendations in the Roof Inspection Report and requirements of the roofing manufacturer.

The roofing system design shall be in accordance with the latest energy code requirements.

The roofing system shall be in compliance with the “Factory Mutual Research Corp” (FMRC) standards and must meet all requirements of Factory Mutual I-90 classification for wind uplift. The Contractor shall supply only a U.L. Class “A” fire rated roofing system.

If the roofing system and/or related components are not a replacement in kind, then the Consultant shall submit a signed and sealed letter or calculations to the DPMC Design and Code Review Unit Manager verifying that the existing roof structure can support all loads of the new roofing system and components per current code requirements.

The manufacturer of the roofing system shall have no less than five (5) years successful experience in producing the materials required for this project. All materials shall be the single product of a standard manufacturer. New roofing materials, with less than 5 years of successful application in the field, will not be accepted for this project.

2. Roof System Removal

The existing roof systems, insulation, flashings, and related trims shall be completely removed to the original decking and legally disposed. The removal of the existing roof systems shall be coordinated with the installation of the new roofs to prevent exposure to weather conditions and potential water infiltration into the buildings.

Any roof components discussed during the design phase not being re-installed shall be removed and disposed.

The Consultant shall discuss with the Agency and/or the design team for the removal or sealing closure of any roof openings.

Design documents shall identify all requirements for safety devices, need for chutes and/or cranes for roof material removal, dumpster location, protection from exposure to the weather, protection of property and personnel, building access routes and circulation patterns, contractor use of the premises, parking, security procedures, equipment and materials storage, waste disposal, etc.

Ground mats are to be used if heavy equipment (cranes, tractor trailers, dumpsters etc...) are expected to travel over or operate from unpaved areas.

3. Other Component Removals

Remove all unused towers, antennas, conduit, piping, structural steel support systems, curbing, etc. as part of this project.

The facility will confirm which equipment is not use and can be removed. The facility has the right of first refusal on all removed items that may be of use elsewhere on site.

Details shall be included on the drawings that indicate the methods to seal all roof penetrations and cap all piping below the new roof line.

4. Building Component Repairs

Provide a design for the approved repairs described in the Roof Inspection Report. The contract documents shall indicate the scope and methods of the proposed repairs and replacements to allow for permitting, bidding and construction purposes. The design documents shall be accurate and include sufficient detail to cover all conditions for fixed price quotations of the work.

5. Caulking & Joint Sealants

All appropriate roof deck joint sealants shall be removed and replaced with high performance sealant where applicable as part of the roof system. The design shall include the cleaning, priming, and installation of new sealants with new backer rods and bond breakers.

Examine and measure all exterior joints and calculate the required joint width(s). Design for widening joints as required.

Observe the installation of the sealant joints, performing pull tests for cohesion and adhesion on a random sampling of each joint type.

Specify that the sealant manufacturer must provide a warranty for a minimum of twenty (20) years for any repairs to maintain joints in a leak free condition and at no cost to the State.

6. Insulation

The Consultant shall recommend new high-density rigid insulation boards where applicable that comply with current energy code requirements. Ensure the roofing system manufacturer approves the method of fastening the insulation board through the medium to the roof deck system.

Flat roofs shall be avoided by using tapered insulation or another method to promote positive

drainage to the roof drains. Incorporate a roof design that shall slope a minimum of ¼” per foot (½” per foot preferred).

DPMC does not permit Urethane material insulation due to a history of gas release and bubbling under the roofing ply layer(s).

7. Flashing

All rooftop HVAC curbing, parapet walls, pipe supports, pipe vents, roof hatch, and other roof penetrations must have new flashing installed as part of this project.

All pipe flashings are to be pre-molded and provided with stainless steel pipe clamps at each penetration.

8. Lightning Protection

Determine if lightning protection is required for the buildings and provide a design solution if required.

9. Parapet Walls & Coping

Provide a design to repair or replace any damaged coping on the parapet walls as part of this project including design details to seal the coping joints.

10. Walkways

Provide new walkway pads from access points to and around all roof mounted equipment requiring periodic service and any other trafficking areas. Detail their installation, and indicate their location on the plans.

11. Roof Drainage

Provide new leaders and gutters and a design and specifications that redirect the current roof drainage water from the existing combined sewer system to another appropriate discharge point.

Provide details and calculations as necessary.

12. Night Seals

Specify in the design documents that only as much roofing insulation, membrane, and flashing as can be made weather tight shall be demolished and installed each day. Install temporary water tight night seals around all exposed edges of the roofing assembly at the end of each work day.

and when work must be postponed due to inclement weather.

13. Fire Protection Program/ Fire Watch

Address fire protection requirements during the demolition and installation of the roofing system. Language shall be included that states open flames such as propane torches, kettles, flame cutting, and welding cannot be used on the construction site until a fire watch program has been submitted by the Contractor and approved by the Consultant and Project Team members.

Obtain a DCA Division of Fire Safety Open Flame permit prior to use of hot kettle or open flame devices if applicable to this project.

14. Allowable Roof System Installation

The design documents shall specify the weather and temperature installation restrictions based on the roof system manufacturer's recommendations.

15. Warranty

The roofing manufacturer's warranty shall be for a minimum period of twenty (20) years.

16. Unit Prices

If the total amount or quantity of repair work cannot be determined for a roof related item by the roof inspection process, then the Consultant shall include a "Unit Price" Section in Division 1 of the specification for that item. Items may include the replacement of deteriorated concrete or metal decking, plywood sheathing, wood blocking or curbing, vapor barriers, etc.

C. ROOF MONITOR RESPONSIBILITIES

The Consultant shall provide a full-time roof monitor during the installation of the roof system on the building. The responsibilities of the roof monitor shall include, but not be limited to the following items:

1. Roof Monitor Inspections

The Consultant shall have in-house capabilities or a Sub-Consultant pre-qualified with DPMC in the P028 Roofing Inspection Specialty Discipline. The costs for the services provided by the roof monitor shall be included in their fee proposal line item entitled "Roof Monitor Allowance", refer to paragraph XIII.E.

The Roof Monitor must continuously inspect and monitor the Contractor's work on site and file

a daily DPMC 605 Roofing Inspector's Check List Form to ensure compliance with the contract documents. Photographs shall be included for reference. The Check List report form must be distributed to the Project Team no later than the morning after the report date. The report shall include weather conditions, number of workers, and the amount of roof removed and installed together with comments on each phase of work. Comments shall provide descriptions and information on project mobilization, material delivery, removal of existing roof system, preparation of the existing deck, installation of the new underlayment and/or insulation, sealant and adhesive applications, flashing, walkways, etc.

2. Inclement Weather

The Consultant, in conjunction with the Roof Monitor, shall anticipate time losses due to seasonal inclement weather conditions such as rain, wind and low ambient temperatures and include these hours in the base bid of the fee proposal.

On the first day of inclement weather, the Roof Monitor will be entitled to four hours to visit the site and inspect the roofing system for potential roof leaks or damage. Additional time spent on the site during inclement weather will not be reimbursed unless directed by the Project Manager.

3. Unsatisfactory Work

If the Roof Monitor determines that the roof Contractor is installing the roofing system improperly, he shall notify the Contractor to stop all work until the Consultant is notified and inspects the work for design conformity. If appropriate, provisions shall be made to seal the roof work area until the Consultant arrives and the installation issues are resolved.

If the Consultant determines that the installation does not meet the intentions of the design or indicates poor workmanship, he shall notify the Project Manager that he recommends the questionable roofing installation be removed and replaced properly. The Project Manager shall then notify the Contractor verbally to take the recommended action and shall follow up with a written directive indicating the time and date the Contractor was notified.

4. Meetings

The Consultant and Roof Monitor shall both attend the pre-construction conference and all periodic job progress meetings during the construction phase of the project.

D. EMERGENCY REPAIRS

The Consultant must include information in the contract documents that will address the Contractor's responsibility for repairs to the roofing system during the construction phase of the project. The information shall include, but not be limited to the following:

Stipulate in the contract documents that the Contractor shall perform all inspections and emergency repairs to all defects or leaks in the roofing system during construction within four (4) hours of receipt of notice from the owner. Repairs shall include all labor, roofing materials, flashing, etc. When weather permits, all temporary repairs shall be redone and the roof restored to the standard of the original installation.

E. SITE REQUIREMENTS

1. Contractor Use of the Premises

Determine the coordinate n, policies, and procedures with the Project Team and the Contractor with respect to parking, material staging, and storage areas, use of utilities, allowable hours of construction, the need and location of portable toilets, the need and location of construction and storage trailers, etc. and include the information in Division 1 of the specification (See **Exhibit 'D'**.)

2. Dumpster

All demolition and debris dumpsters shall be shown on the site plan from the inside secure perimeters approved by the Project Team/ Agency in a locked, fenced region within the construction area. All dumpster debris removal frequency shall be approved by the Project Team and coordinated with the facility typically in the early morning after an Incarcerated Persons count. The frequency of debris removal shall be identified in the design specifications.

3. Special Sequencing

The contract documents must incorporate special sequencing of the work, if necessary, to be coordinated with the Project Team in order to provide for any functional requirement of the facility. Items shall include, but not be limited to: safety/security requirements, pedestrian and vehicle traffic flow, weather and/or seasonal concerns, and shut down of any physical plant functions or services.

4. Site Restoration

Include in the contract documents that the site must be restored to pre-construction conditions after construction has been completed and approved.

F. HAZARDOUS BUILDING MATERIALS

Consultant shall survey the building and related components and, if deemed necessary, collect samples of materials that will be impacted by the construction/demolition activities and analyze them for the presence of hazardous materials including:

1. Asbestos in accordance with N.J.A.C. 5:23-8, Asbestos Hazard Abatement Sub-code.
2. Lead in accordance with N.J.A.C. 5:17, Lead Hazard Evaluation and Abatement Code.
3. PCB's in accordance with 40 CFR 761, Polychlorinated Biphenyls (PCBs) Manufacturing, Processing, Distribution in Commerce, and Use Prohibitions. Consultant shall engage a firm certified in the testing and analysis of materials containing PCB's.
4. Mold.

Consultant shall document the procedure, process and findings and prepare a "Hazardous Materials Survey Report" identifying building components impacted by construction activities requiring hazardous materials abatement. Consultant shall provide three copies of the "Hazardous Materials Survey Report" to the Project Manager.

Consultant shall estimate the cost of hazardous materials sample collection, testing, analysis and preparation of the Hazardous Materials Survey Report and include that amount in the fee proposal line item entitled "**Hazardous Materials Testing and Report Allowance,**" refer to paragraph **XIII.B.**

Based on the Hazardous Materials Survey Report, Consultant shall provide construction documents for abatement of the hazardous materials impacted by the work in accordance with the applicable code, sub-code and Federal regulations.

Consultant shall estimate the cost to prepare construction documents for hazardous materials abatement and include that amount in the fee proposal line item entitled "**Hazardous Materials Abatement Design Allowance,**" refer to paragraph **XIII.C.**

Consultant shall estimate the cost to provide "Construction Monitoring and Administration Services" for hazardous materials abatement activities and include that amount in the fee proposal line item entitled "**Hazardous Materials Construction Administration Allowance,**" refer to paragraph **XIII.D.**

There shall be no "mark-up" of sub-consultant or subcontractor fees if sub-consultants or subcontractors are engaged to perform any of the work defined in paragraph **VII.F "Hazardous Building Materials."** All costs associated with managing, coordinating, observing and administering sub-consultants and subcontractors performing hazardous materials sampling, testing, analysis, report preparation, hazardous materials construction administration services shall be included in the consultant's lump sum fee proposal.

G. DESIGN MEETINGS & PRESENTATIONS

1. Design Meetings

Conduct the appropriate number of review meetings with the Project Team members during each design phase of the project so they may determine if the project meets their requirements, question any aspect of the contract deliverables, and make changes where appropriate. The Consultant shall describe the philosophy and process used in the development of the design criteria and the various alternatives considered to meet the project objectives. Selected studies, sketches, cost estimates, schedules, and other relevant information shall be presented to support the design solutions proposed. Special considerations shall also be addressed such as: contractor site access limitations, utility shutdowns and switchover coordination, phased construction and schedule requirements, security restrictions, available swing space, material and equipment delivery dates, etc.

It shall also be the responsibility of the Consultant to arrange and require all critical Sub-Consultants to be in attendance at the design review meetings.

Record the minutes of each design meeting and distribute within three (3) calendar days to all attendees and those persons specified to be on the distribution list by the Project Manager.

2. Design Presentations

The minimum number of design presentations required for each phase of this project is identified below for reference:

Inspection Phase: One (1) oral presentation at phase completion.

Design Development Phase: One (1) oral presentation at phase completion.

Final Design Phase: One (1) oral presentation at phase completion.

H. EXISTING DOCUMENTATION

Copies of the following documents will be provided to each Consulting firm at the pre-proposal meeting to assist in the bidding process.

- DBC No. C-218: Administration Building Addition Rahway State Prison, 7-10-85 As-Built, George J. Williams & Associates
- DBC No. C0588: New Jersey Statewide Correctional Facilities Infrastructure/ Support Facility Inventory, November 30, 1995, Vitetta Group
- DPMC Project No. C1009-00: Fire Safety Study East Jersey State Prison, July 31, 2020, Stonewater Architecture LLC

Review these documents and any additional information that may be provided at a later date such as reports, studies, surveys, equipment manuals, as-built drawings, etc. The State does not attest to the accuracy of the information provided and accepts no responsibility for the consequences of errors by the use of any information and material contained in the documentation provided. It shall be the responsibility of the Consultant to verify the contents and assume full responsibility for any determination or conclusion drawn from the material used. If the information provided is insufficient, the Consultant shall take the appropriate actions necessary to obtain the additional information required.

All original documentation shall be returned to the provider at the completion of the project.

VIII. PERMITS & APPROVALS

A. NJ UNIFORM CONSTRUCTION CODE PERMIT

The project construction documents must comply with the latest adopted edition of the NJ Uniform Construction Code (NJUCC).

The latest NJUCC Adopted Codes and Standards can be found at:

<https://www.nj.gov/dca/codes/codreg/ucc.shtml>

The Consultant shall complete the NJUCC permit application and all applicable technical sub-code sections with all technical site data required. The Agent section of the application and certification section of the building sub-code section shall be signed. These documents shall be forwarded to the DPMC Project Manager.

The Consultant may obtain copies of all NJUCC permit applications at the following website:

<https://www.nj.gov/dca/codes/resources/constructionpermitforms.shtml>

All other required project permits shall be obtained and paid for by the Consultant in accordance with the procedures described in Paragraph VIII.B.

1. Prior Approval Certification Letters

The issuance of a construction permit for this project may be contingent upon acquiring various “prior approvals” as defined by N.J.A.C. 5:23-1.4. It is the Consultant’s responsibility to determine which prior approvals, if any, are required. The Consultant shall submit a general certification letter to the DPMC Plan & Code Review Unit Manager during the Permit Phase of this project that certifies all required prior approvals have been obtained.

In addition to the general certification letter discussed above, the following specific prior approval certification letters, where applicable, shall be submitted by the Consultant to the DPMC Plan & Code Review Unit Manager: Soil Erosion & Sediment Control; Water & Sewer Treatment Works Approval; Coastal Areas Facilities Review; Compliance of Underground Storage Tank Systems with N.J.A.C. 7:14B; Pinelands Commission; Highlands Council; Well Construction and Maintenance; Sealing of Abandoned Wells with N.J.A.C. 7:9D; Certification that all utilities have been disconnected from structures to be demolished; Board of Health Approval for Potable Water Wells; Health Department Approval for Septic Systems; and Notification to Adjoining Property Owners with N.J.A.C. 5:23-2.17(c). It shall be noted that in accordance with N.J.A.C. 5:23-2.15(a)5, a permit cannot be issued until the letter(s) of certification is received.

2. Multi-building or Multi-site Permits

A project that involves many buildings and/or sites requires that a separate permit shall be issued for each building or site. The Consultant must determine the construction cost estimate for *each* building and/or site location and submit that amount where indicated on the permit application.

3. Special Inspections

In accordance with the requirements of the NJUCC N.J.A.C. 5:23-2.20(b), Bulletin 03-5 and Chapter 17 of the International Building Code, the Consultant shall be responsible for the coordination of all special inspections during the construction phase of the project.

Bulletin 03-5 can be found at:

https://www.nj.gov/dca/codes/publications/pdf_bulletins/b_03_5.pdf

a. Definition

Special inspections are defined as an independent verification by a certified special inspector for **Class I buildings and smoke control systems in any class building**. The special inspector is to be independent from the contractor and responsible to the Consultant so that there is no possible conflict of interest.

Special inspectors shall be certified in accordance with the requirements in the NJUCC.

b. Responsibilities

The Consultant shall submit with the permit application, a list of special inspections and the agencies or special inspectors that will be responsible to carry out the inspections required for the project. The list shall be a separate document, on letter head, signed and sealed.

B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS

The Consultant shall identify and obtain all other State Regulatory Agency permits, certificates, and approvals that will govern and affect the work described in this Scope of Work. An itemized list of these permits, certificates, and approvals shall be included with the Consultant's Technical Proposal and the total amount of the application fees should be entered in the Fee Proposal line item entitled, **"Permit Fee Allowance."**

The Consultant may refer to the DPMC "Procedures for Architects and Engineers Manual," Paragraph **"9. REGULATORY AGENCY APPROVALS"** which presents a compendium of State permits, certificates, and approvals that may be required for this project.

The Consultant shall determine the appropriate phase of the project to submit the permit application(s) in order to meet the approved project milestone dates.

Where reference to an established industry standard is made, it shall be understood to mean the most recent edition of the standard unless otherwise noted. If an industry standard is found to be revoked, or should the standard have undergone substantial change or revision from the time that the Scope of Work was developed, the Consultant shall comply with the most recent edition of the standard.

IX. BIDDING AND CONTRACT AWARD RESPONSIBILITIES

The Bidding and Contract Award Phase commences with receipt of the required permits, UCC plan release and verification that funding is in place for construction. The Consultant shall refer to the DPMC "Procedures for Architects and Engineers Manual", Paragraph **"17. BIDDING AND CONTRACT AWARD"** for all requirements for this phase available at <https://www.nj.gov/treasury/dpmc/Assets/Files/ProceduresforArchitectsandEngineers.pdf>.

X. CONSTRUCTION ADMINISTRATION RESPONSIBILITIES

The A/E and their sub-consultants shall, unless otherwise specified in the project specific Scope of Work, provide site administration during the construction of the project. The services required of such site administration shall include, but shall not be limited to, attend and chair the pre-construction meeting, conduct weekly field observations, attend and chair regularly scheduled bi-weekly job meetings, review/approve shop drawings, submittals, and respond to RFI's.

The Consultant shall refer to the DPMC "Procedures for Architects and Engineers Manual", Paragraph **"18. CONSTRUCTION PHASE"** for all construction administration requirements

available at

<https://www.nj.gov/treasury/dpmc/Assets/Files/ProceduresforArchitectsandEngineers.pdf>.

XI. PROJECT CLOSE-OUT PHASE

The DPMC Project Manager has the full responsibility for the planning, scheduling, and execution of project close-out activities. The A/E is responsible to cooperate with the DPMC Project Manager in the planning, scheduling, and execution of project close-out activities. The Consultant shall refer to the DPMC “Procedures for Architects and Engineers Manual”, Paragraph “19. PROJECT CLOSE-OUT PHASE” for all requirements available at <https://www.nj.gov/treasury/dpmc/Assets/Files/ProceduresforArchitectsandEngineers.pdf>.

XII. ENERGY REBATE AND INCENTIVE PROGRAMS

The Consultant shall review any and all programs on the State and Federal level to determine if any proposed upgrades to the mechanical and/or electrical equipment and systems for this project qualify for approved rebates and incentives.

The Consultant shall review the programs available on the “New Jersey’s Clean Energy Program” website at: <http://www.njcleanenergy.com> as well as federal websites and New Jersey electric and gas utility websites to determine if and how they can be applied to this project.

The Consultant shall identify all applicable rebates and incentives in their technical proposal and throughout the design phase.

The Consultant shall be responsible to complete the appropriate registration forms and applications, provide any applicable worksheets, manufacturer’s specification sheets, calculations, attend meetings, and participate in all activities with designated representatives of the programs and utility companies to obtain the entitled financial incentives and rebates for this project.

All costs associated with this work shall be estimated by the Consultant and the amount included in the base bid of its fee proposal.

XIII. ALLOWANCES

A. PERMIT FEE ALLOWANCE

The Consultant shall obtain and pay for all of the project permits in accordance with the guidelines identified below.

1. Permits

The Consultant shall determine the various permits, certificates, and approvals required to complete this project.

2. Permit Costs

The Consultant shall estimate the application fee costs for all of the required project permits, certificates, and approvals (excluding the NJUCC permit) and include that amount in its fee proposal line item entitled **“Permit Fee Allowance.”** A breakdown of each permit and application fee shall be attached to the fee proposal for reference.

NOTE: The NJUCC permit is excluded since it will be paid for by the State.

3. Applications

The Consultant shall complete and submit all permit applications to the appropriate permitting authorities and the costs shall be paid from the Consultant’s permit fee allowance. A copy of the application(s) and the original permit(s) obtained by the Consultant shall be given to the DPMC Project Manager for distribution during construction.

4. Consultant Fee

The Consultant shall determine what is required to complete and submit the permit applications, obtain supporting documentation, attend meetings, etc., and include the total cost in the base bid of its fee proposal.

Any funds remaining in the permit allowance will be returned to the State at the close of the project.

B. HAZARDOUS MATERIALS TESTING AND REPORT ALLOWANCE

The Consultant shall estimate the costs to complete the hazardous materials survey, sample collection, testing and analysis and preparation of a “Hazardous Materials Survey Report” noted in paragraph **VII.B** and enter that amount on the fee proposal line item entitled **“Hazardous**

Materials Testing and Report Allowance,” Consultant shall attach a detailed cost breakdown sheet for use by DPMC during the proposal review and potential fee negotiations. The cost breakdown sheet shall include, but not be limited to, the following information:

- Description of tasks and estimated cost for the following:
 - Sample collection;
 - Sample testing; and,
 - Preparation of a Hazardous Materials Survey Report.

Any funds remaining in the Hazardous Materials Testing and Report Allowance will be returned to the State at the close of the project.

C. HAZARDOUS MATERIALS ABATEMENT DESIGN ALLOWANCE

The Consultant shall estimate the costs to prepare construction documents for hazardous materials abatement noted in paragraph **VII.B** and enter that amount on the fee proposal line item entitled “**Hazardous Materials Abatement Design Allowance.**” Consultant shall attach a detailed cost breakdown sheet for use by DPMC during the proposal review and potential fee negotiations. The cost breakdown sheet shall include a description of the tasks to be performed and the estimated cost of each task.

Any funds remaining in the Hazardous Materials Abatement Design Allowance will be returned to the State at the close of the project.

D. HAZARDOUS MATERIALS CONSTRUCTION ADMINISTRATION ALLOWANCE

The Consultant shall estimate the cost to provide Construction Monitoring and Administration Services for hazardous materials abatement as noted in paragraph **VII.B** and enter that amount on the fee proposal line item entitled “**Hazardous Materials Construction Administration Allowance.**” Consultant shall attach a detailed cost breakdown sheet for use by DPMC during the proposal review and potential fee negotiations. The cost breakdown sheet shall include a description of the tasks to be performed and the estimated cost of each task.

Any funds remaining in the Hazardous Materials Construction Administration Allowance will be returned to the State at the close of the project.

E. ROOF MONITOR ALLOWANCE

The Consultant shall provide a full time roof monitor pre-qualified with DPMC in the P028 Roofing Inspection Specialty Discipline during the installation of the roof system on the building. See section **VII.C.** of this Scope of Work for a description of services to be

PROJECT NAME: Administration, Drill Hall, & Tie-To Buildings Roof Replacement
PROJECT LOCATION: East Jersey State Prison
PROJECT NO: C0964-00
DATE: April 15, 2026

provided by a roof monitor.

The costs for the services provided by the roof monitor shall be included in the “**Roof Monitor Allowance**” of their fee proposal. A cost breakdown sheet shall accompany the fee proposal that identifies all costs associated with the Roof Monitoring services to be provided.

Any funds remaining in the Allowance shall be returned to the State at the end of the project.

PROJECT NAME: Administration, Drill Hall, & Tie-To Buildings Roof Replacement
PROJECT LOCATION: East Jersey State Prison
PROJECT NO: C0964-00
DATE: April 15, 2026

XIV. SOW SIGNATURE APPROVAL SHEET

This Scope of Work shall not be considered a valid document unless all signatures appear in each designated area below.

The client agency approval signature on this page indicates that they have reviewed the design criteria and construction schedule described in this project Scope of Work (including the subsequent contract deliverables and exhibits) and verifies that the work will not conflict with the existing or future construction activities of other projects at the site.

SOW PREPARED BY: Alison F. Gottlieb 4/15/2026
ALISON F. GOTTLIEB, PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 4/15/2026
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Stephan Viau 5/4/26
STEPHAN J. VIAU, PROJECT MANAGER DATE
DEPARTMENT OF CORRECTIONS

SOW APPROVED BY: Andrew Boden 5/4/2026
ANDREW BODEN, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Jeanette M. Barnard 6.30.26
JEANETTE M. BARNARD, DEPUTY DIRECTOR DATE
DIV PROPERTY MGT & CONSTRUCTION

XV. CONTRACT DELIVERABLES

The following are checklists listing the Contract Deliverables that are required at the completion of each phase of this project. The Consultant shall refer to the DPMC publication entitled “Procedures for Architects and Engineers,” 3.0 Edition, dated September 2022 available at <https://www.nj.gov/treasury/dPMC/Assets/Files/ProceduresforArchitectsandEngineers.pdf> for a detailed description of the deliverables required for each submission item listed. References to the applicable paragraphs of the “Procedures for Architects and Engineers” are provided.

Note that the Deliverables Checklist may include submission items that are “S.O.W. Specific Requirements.” These requirements will be defined in the project specific scope of work and included on the deliverables checklist.

This project includes the following phases with the deliverables noted as “Required by S.O.W” on the Deliverables Checklist:

INSPECTION PHASE;

DESIGN DEVELOPMENT PHASE;

FINAL DESIGN PHASE;

PERMIT APPLICATION PHASE;

BIDDING AND CONTRACT AWARD;

CONSTRUCTION PHASE; and

PROJECT CLOSE-OUT PHASE

XVI. EXHIBITS

- A. SAMPLE PROJECT SCHEDULE FORMAT**
- B. PROJECT SITE LOCATION MAP**
- C. PHOTOS**
- D. ADMINISTRATION BUILDING ADDITION ROOF PLANS**
- E. EJSP SPECIAL PROJECT PROCEDURES**

END OF SCOPE OF WORK

Deliverables Checklist

Inspection Phase

A/E Name: _____

[illegible]

This checklist shall be completed by the Design Consultant and included as the cover sheet of this submission to document to the DPMC the status of all the deliverables required by the project specific Scope of Work.

Consultant Signature

Date

Deliverables Checklist Design Development Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
14.4.1.	A/E Statement of Site Visit						
14.4.2.	Narrative Description of Project						
14.4.3.	Building Code Information Questionnaire						
14.4.4.	Space Analysis						
14.4.5.	Special Features						
14.4.6.	Catalog Cuts						
14.4.7.	Site Evaluation						
14.4.8.	Subsurface Investigation						
14.4.9.	Surveys						
14.4.10.	Arts Inclusion						
14.4.11.	Design Rendering						
14.4.12.	Regulatory Approvals						
14.4.13.	Utility Availability						
14.4.14.	Drawings (6 Sets)						
14.4.15.	Specifications (6 Sets)						
14.4.16.	Current Working Estimate/Cost Analysis in CSI Format						
14.4.17.	Project Schedule						
14.4.18.	Formal Presentation						
14.4.19.	Plan Review/Scope of Work Compliance Statement						
14.4.20.	Design development Phase Deliverables Checklist						
S.O.W. Reference	S.O.W. Specific Requirements						

This checklist shall be completed by the Design Consultant and included as the cover sheet of this submission to document to the DPMC the status of all the deliverables required by the project specific Scope of Work.

Consultant Signature

Date

Deliverables Checklist Final Design Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
15.4.1.	A/E Statement of Site Visit						
15.4.2.	Narrative Description of Project						
15.4.3.	Building Code Information Questionnaire						
15.4.4.	Space Analysis						
15.4.5.	Special Features						
15.4.6.	Catalog Cuts						
15.4.7.	Site Evaluation						
15.4.8.	Subsurface Investigation						
15.4.9.	Surveys						
15.4.10.	Arts Inclusion						
15.4.11.	Design Rendering						
15.4.12.	Regulatory Approvals						
15.4.13.	Utility Availability						
15.4.14.	Drawings (6 Sets)						
15.4.15.	Specifications (6 Sets)						
15.4.16.	Current Working Estimate/Cost Analysis in CSI Format						
15.4.17.	Project Schedule						
15.4.18.	Formal Presentation						
15.4.19.	Plan Review/Scope of Work Compliance Statement						
15.4.20.	Final Design Phase Deliverables Checklist						
S.O.W. Reference	S.O.W. Specific Requirements						

This checklist shall be completed by the Design Consultant and included as the cover sheet of this submission to document to the DPMC the status of all the deliverables required by the project specific Scope of Work.

Consultant Signature

Date

[illegible]

Date

[illegible]

Date

Deliverables Checklist Construction Phase

A/E Name: _____

[illegible]

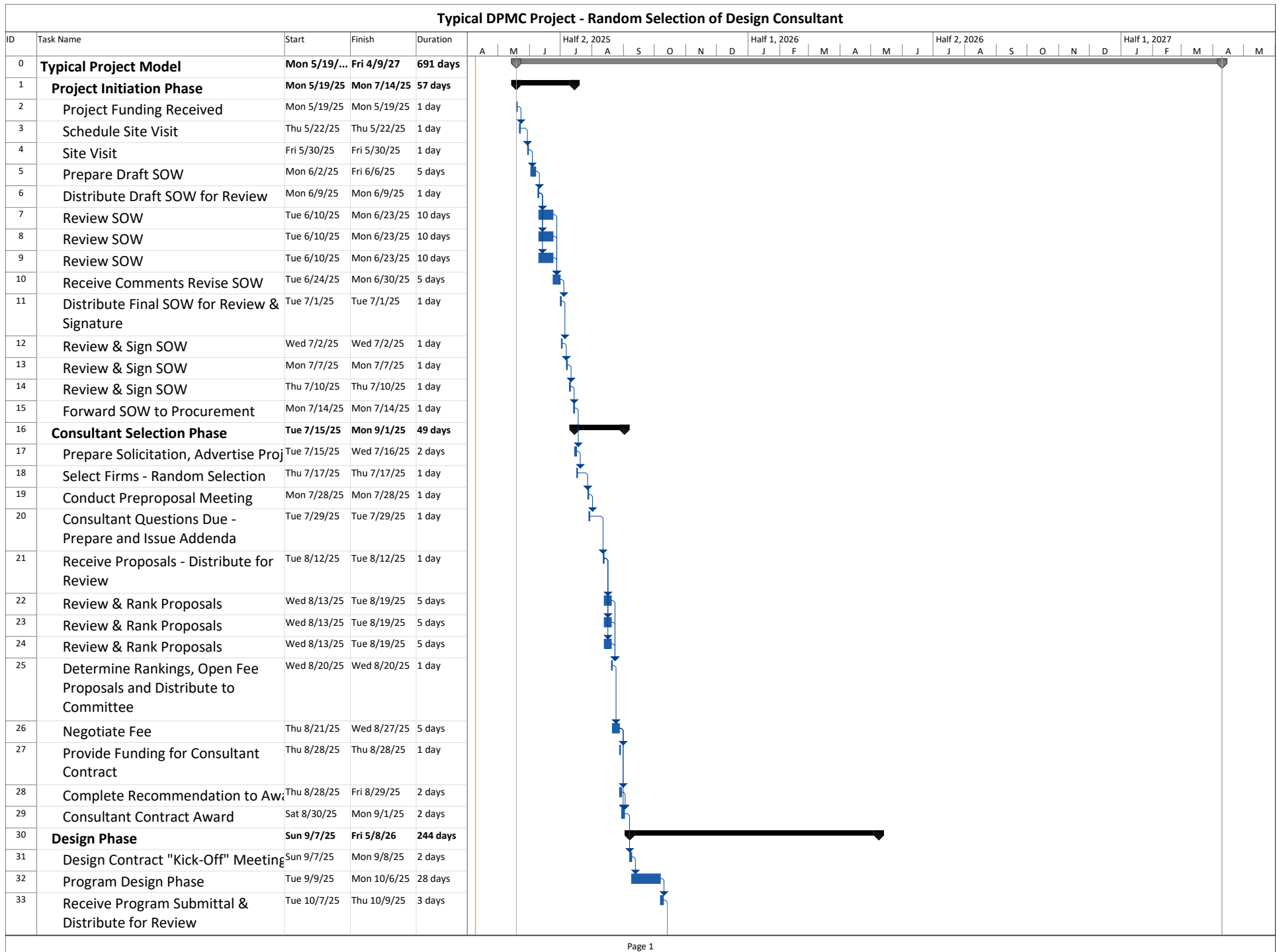
This checklist shall be completed by the Design Consultant and included as the cover sheet of this submission to document to the DPMC the status of all the deliverables required by the project specific Scope of Work.

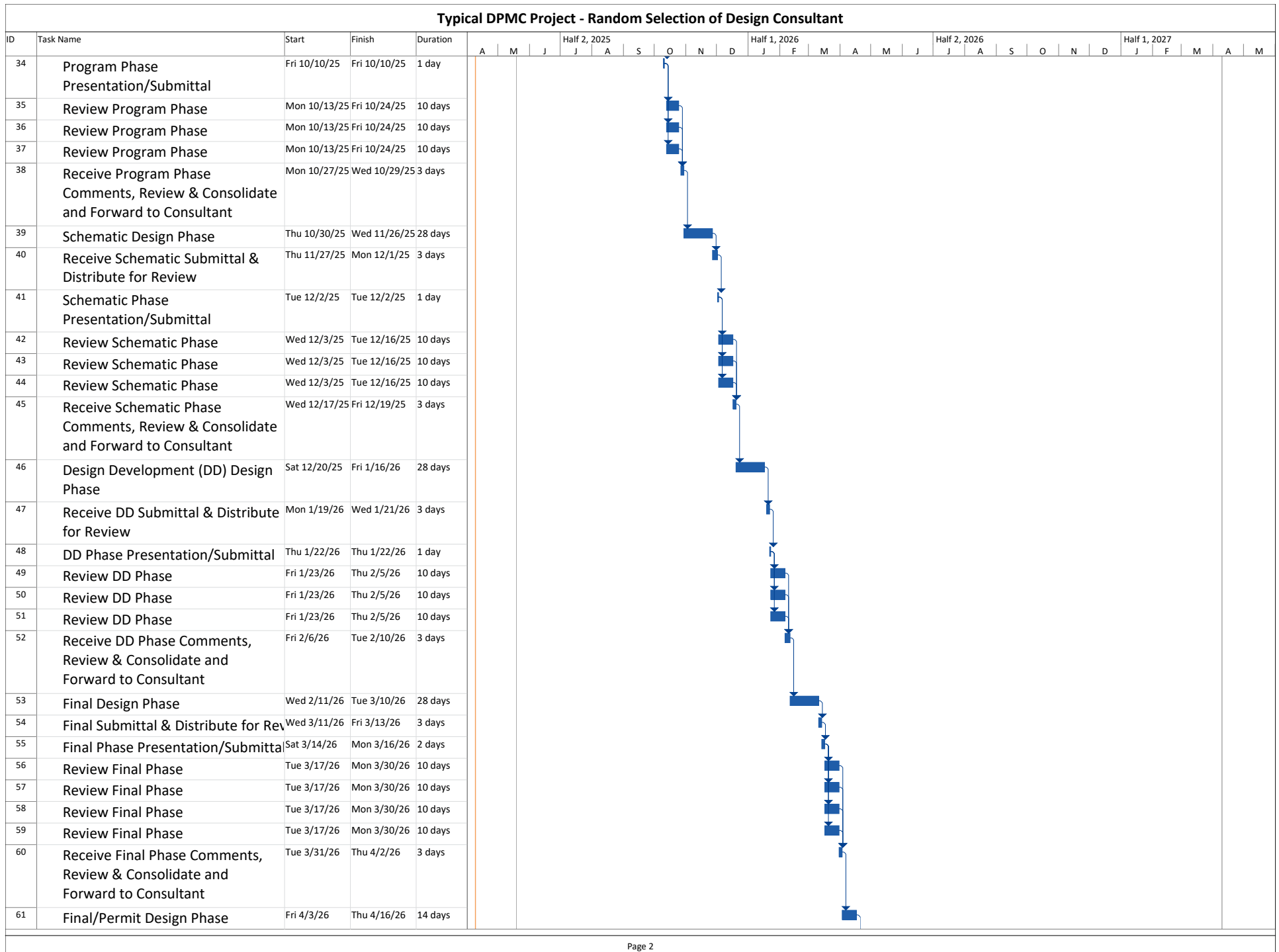
Consultant Signature

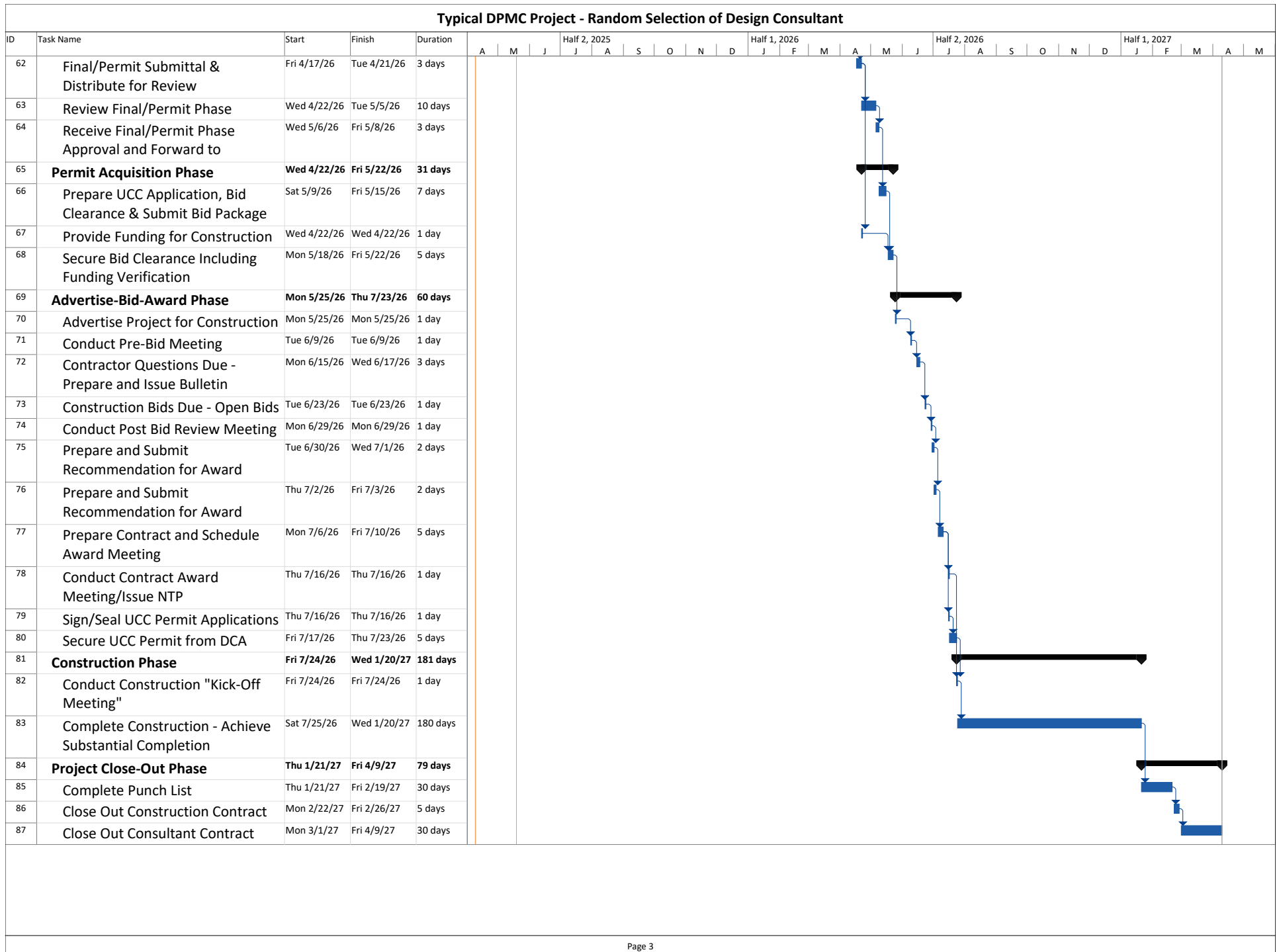
Date

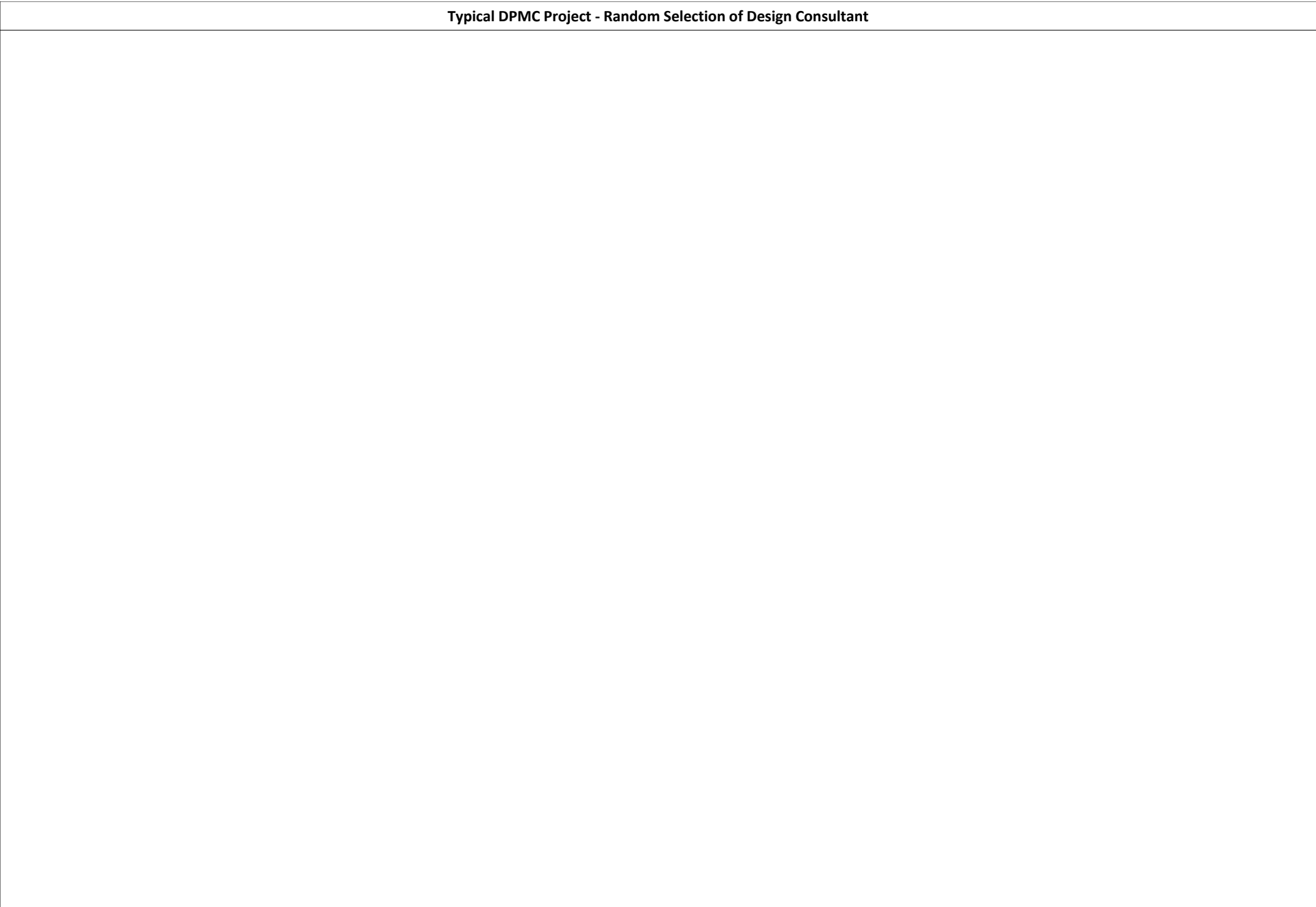
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Date _____



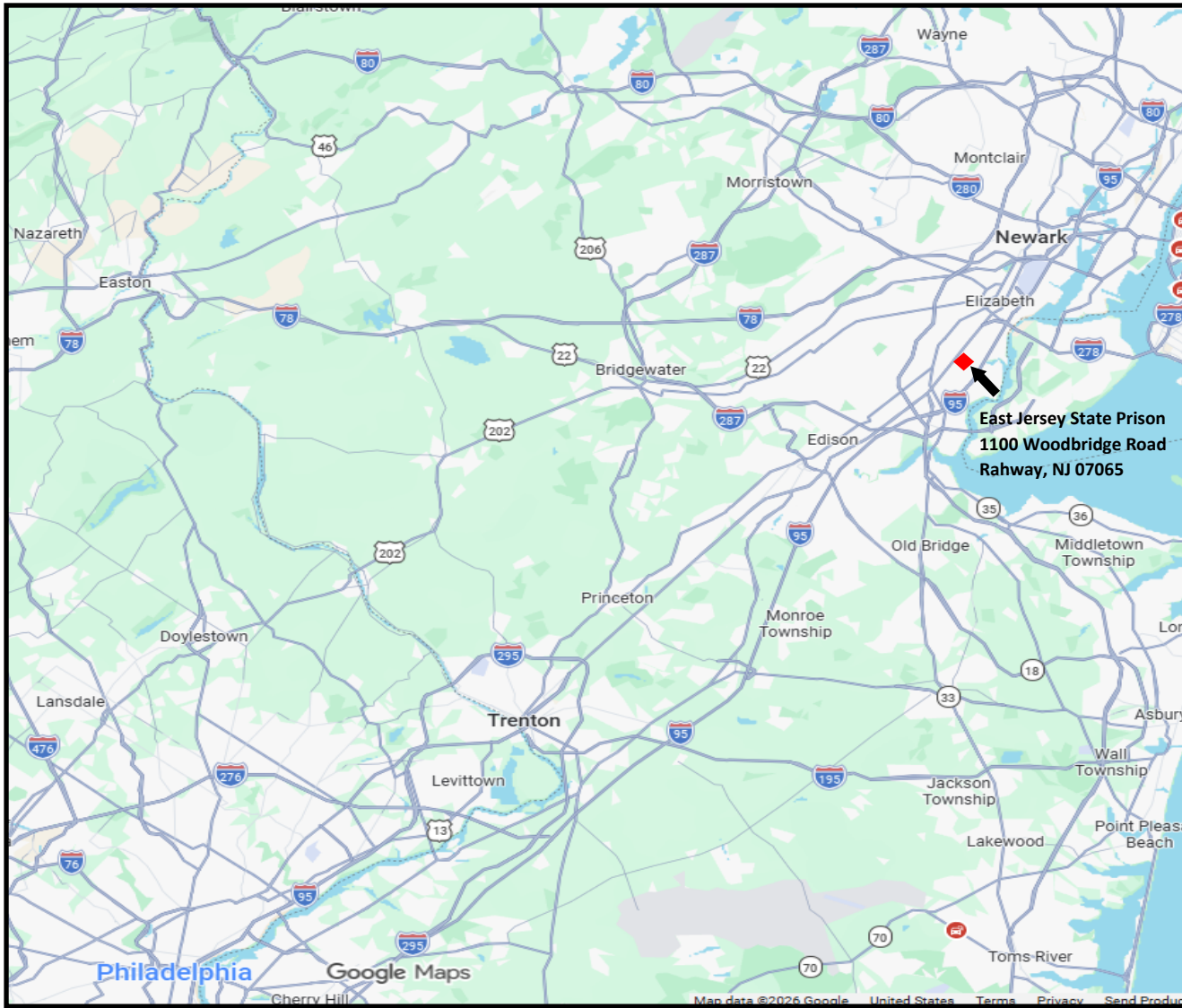






Project: Typical Project Model Date: Wed 4/9/25	Task		Summary		External Milestone		Inactive Summary		Manual Summary Rollup		Finish-only	
	Split		Project Summary		Inactive Task		Manual Task		Manual Summary		Deadline	
	Milestone		External Tasks		Inactive Milestone		Duration-only		Start-only		Progress	

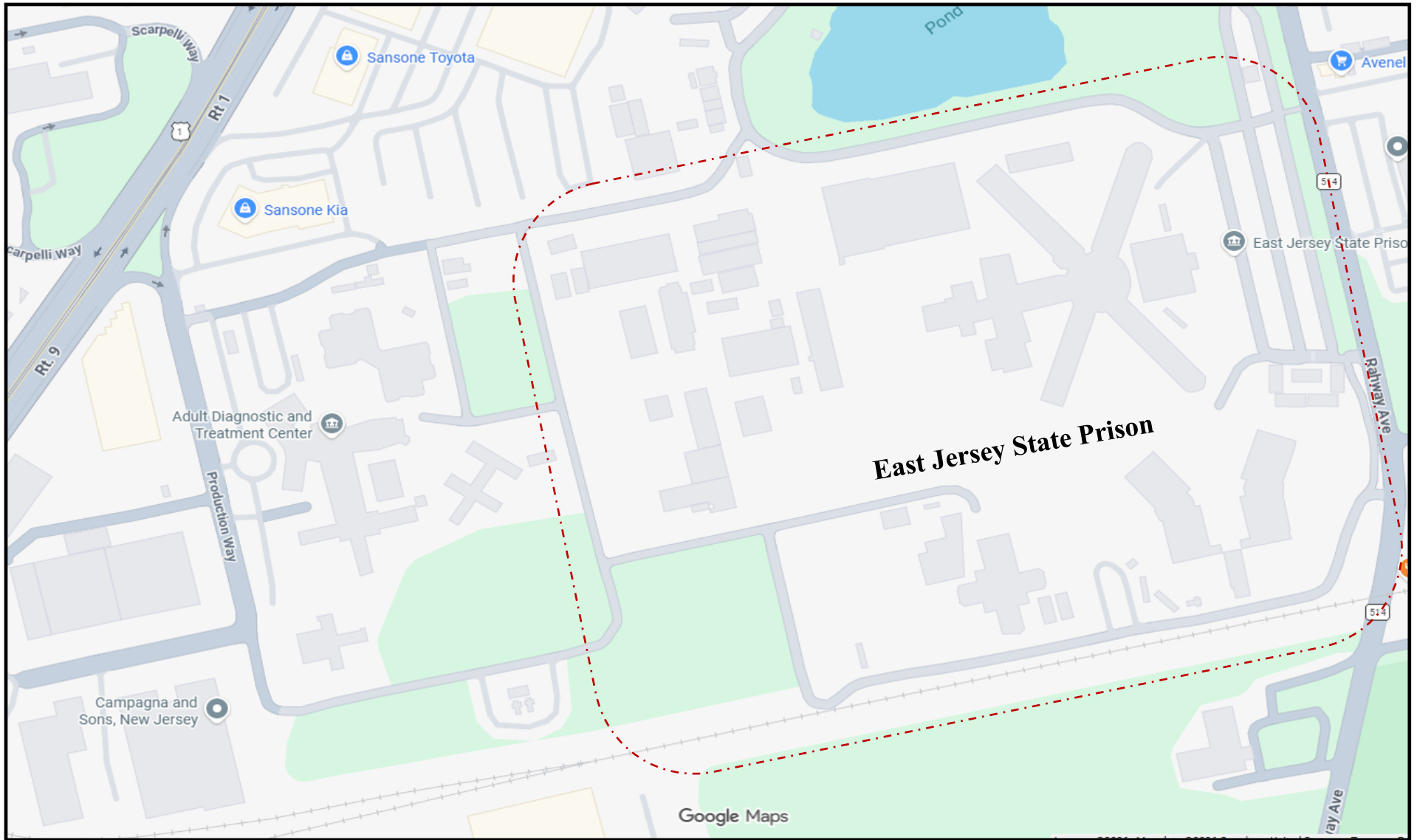
EXHIBIT 'A'



Project Site Location Map

East Jersey State Prison

EXHIBIT 'B'



Project Location Map

East Jersey State Prison

EXHIBIT 'B'



Top View - Full Facility

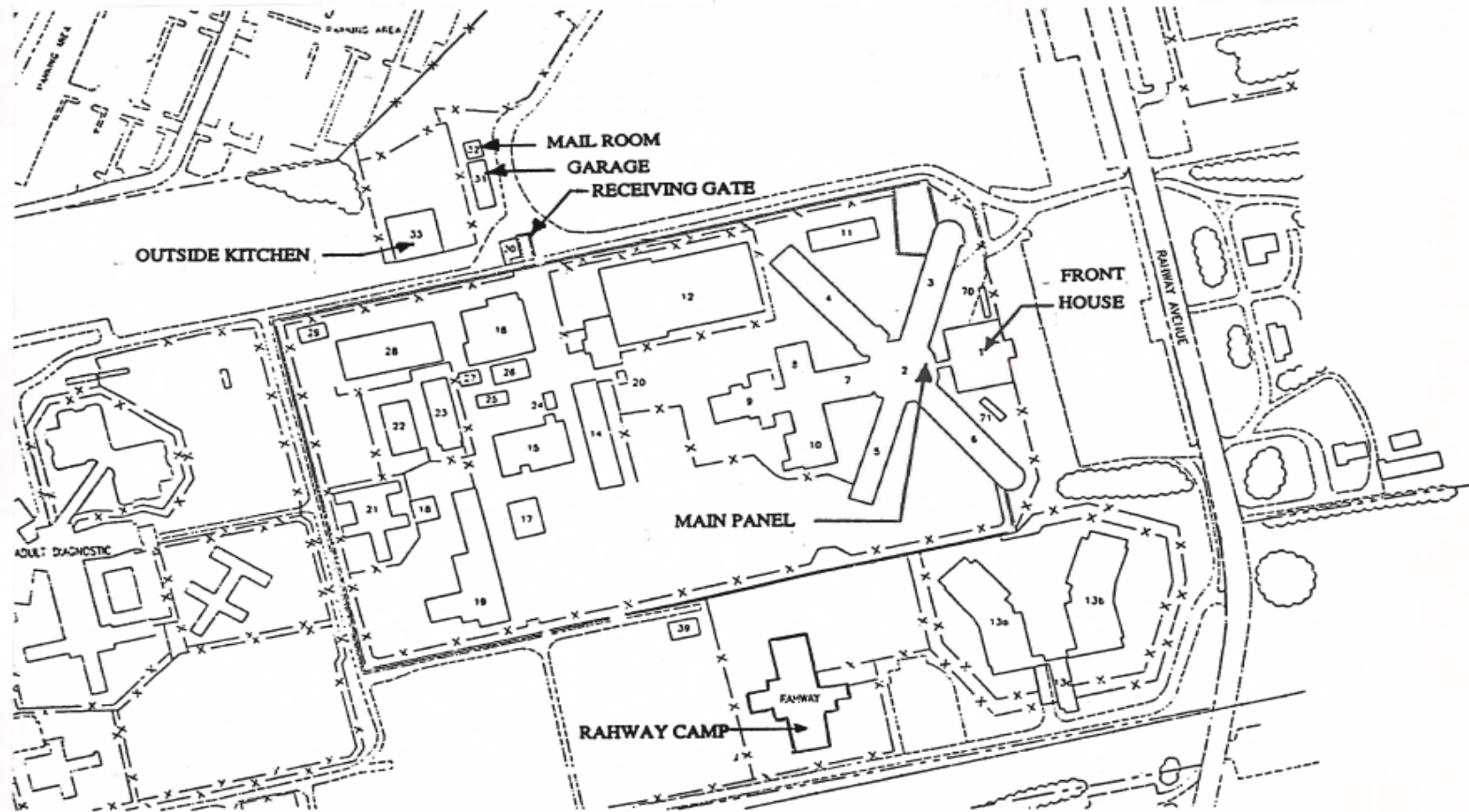
Project Site Map
East Jersey State Prison
EXHIBIT 'B'



Front view

Project Site
East Jersey State Prison
EXHIBIT 'B'

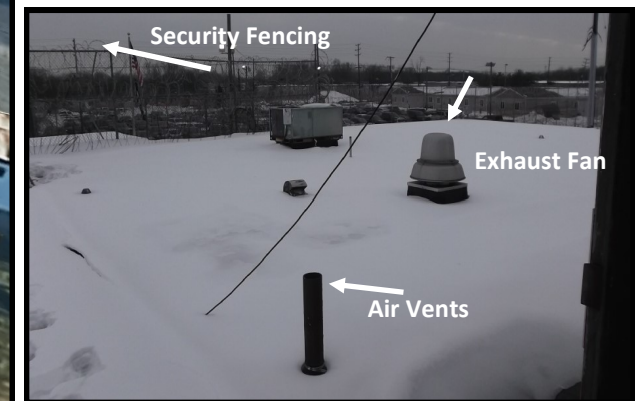
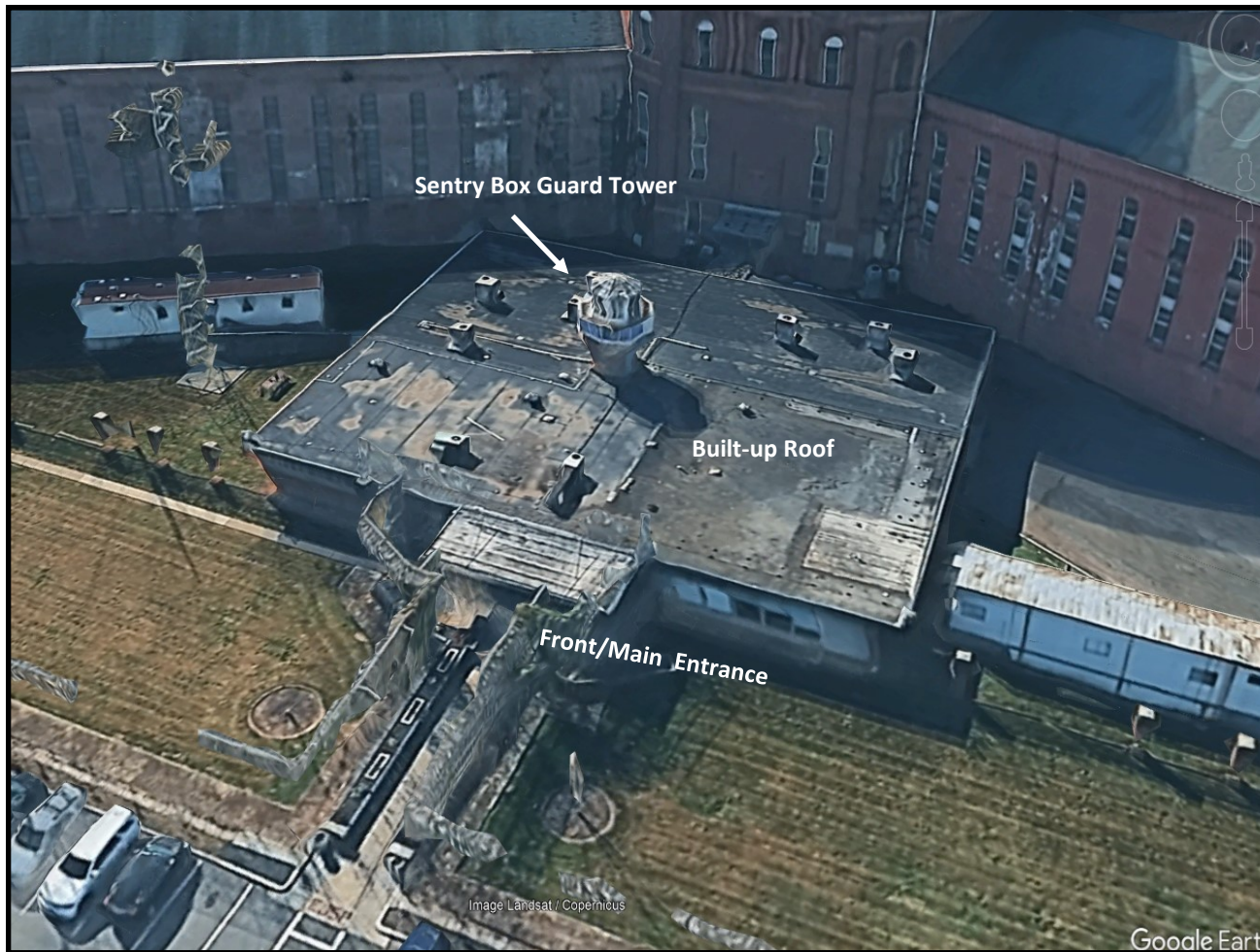
EAST JERSEY STATE PRISON, MIDDLESEX COUNTY, NEW JERSEY



Bldg No.	Building Name
01	Administration
02	Rotunda
03	Wing 1
04	Wing 2
05	Wing 3
06	Wing 4
07	"Tie-To" Building
08	ODR/IDR
11	Chapel
12	Old Laundry
13	ACSU "A&B"
13A	ACSU "C&D"
13B	ACSU Support
14	New School
15	Vo-Tech
16	Machine Shop
17	Auto Shop
18	Down Under Control
19	State Use
20	Control Point
21	Wing 6
22	Wing 5
23	Wing 7
24	Band Hall
25	Greenhouse/Storage
26	Tractor Storage
27	Storage
28	Visitor's
29	Visitor Pavilions
31	Vehicle Repair/Mail
32	Mail Room
33	Process Kitchen
39	Electric Power House
70	Officer Trailer
71	Business Trailer

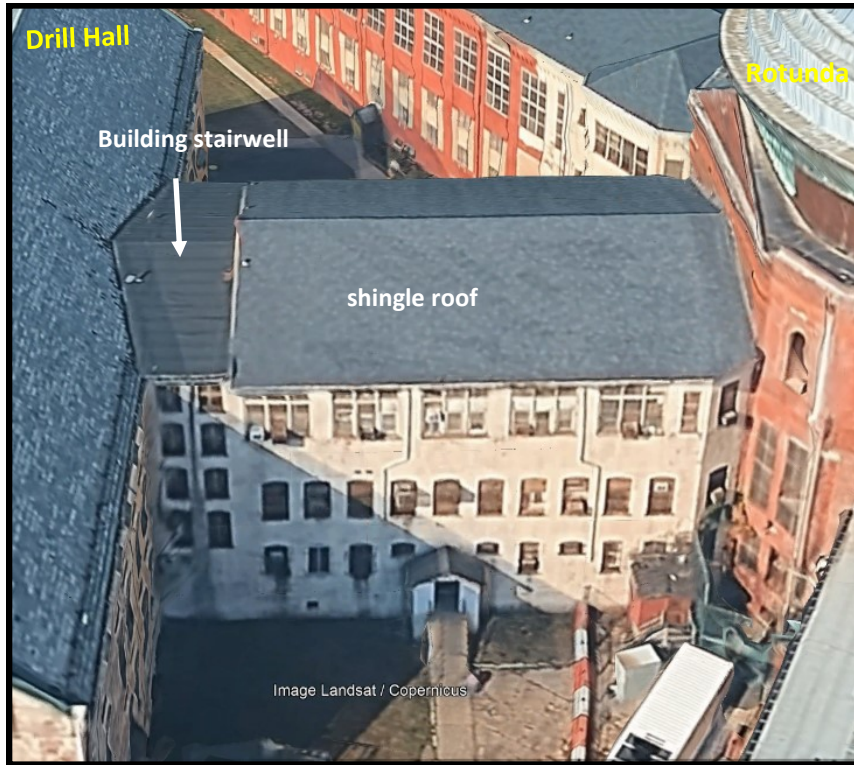
DIRECTIONS: From Trenton, take NJ Turnpike North. Get off Exit 12 (Carteret, Rahway exit) Make a right after you get off the exit, you will be on Roosevelt Avenue in Carteret. Take Roosevelt Avenue all the way down until you can't go any further. There will be a traffic light; make a left on Rahway Avenue; East Jersey State Prison will be on the right side. Park in the main parking lot and enter through the Administration Building.

EXHIBIT 'B'

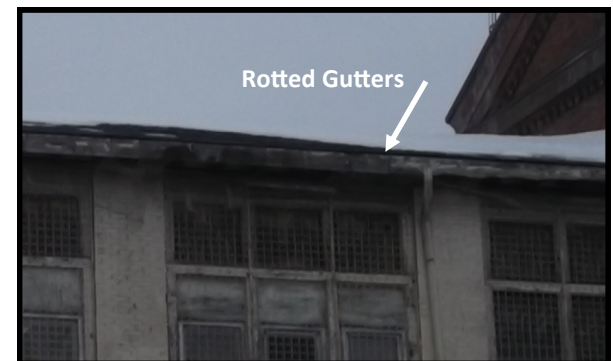


01 -Administration Building

Roofing System Replacement East Jersey State Prison **EXHIBIT 'C'**



07 -Tie-To Building



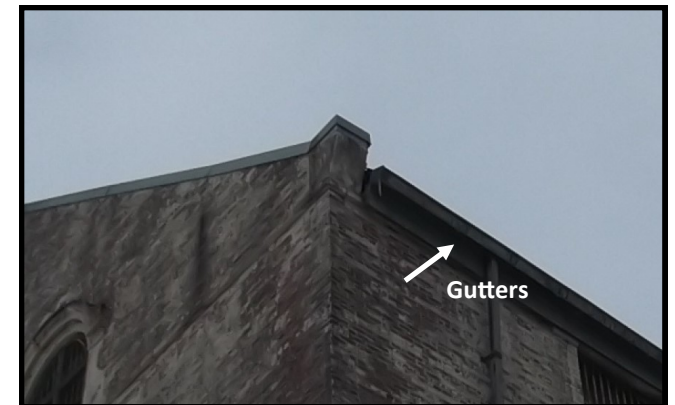
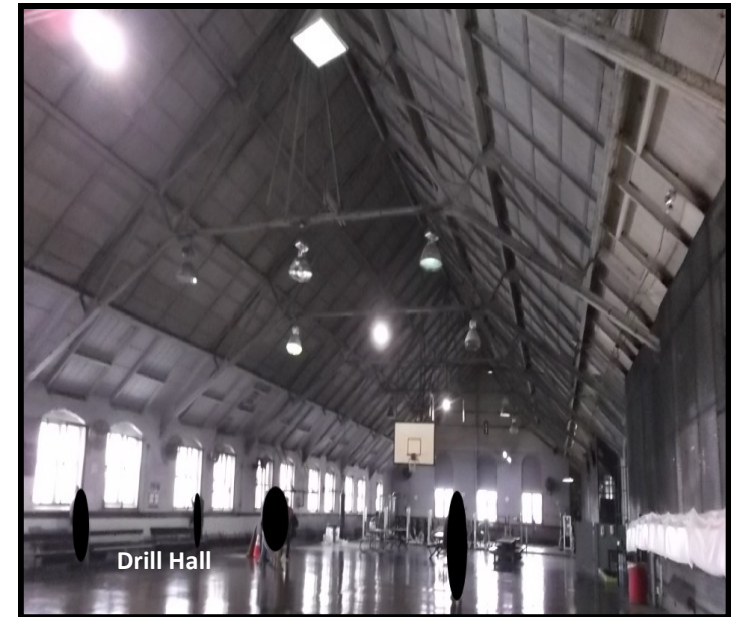
Roofing System Replacement

East Jersey State Prison

EXHIBIT 'C'



08 - Drill Hall/IDR Building



Roofing System Replacement

East Jersey State Prison

EXHIBIT 'C'

