SCOPE OF WORK

HSR HVAC Infrastructure Replacement

Hunterdon Developmental Center
40 Pittstown Road
Clinton, Union Township, Hunterdon County, N.J.

Project No. M1586-00

STATE OF NEW JERSEY

Honorable Philip D. Murphy, Governor
Honorable Tahesha L. Way, Lt. Governor

DEPARTMENT OF THE TREASURY

Elizabeth Maher Muoio, Treasurer

DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Christopher Chianese, Director

Date: July 01, 2024

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I. OBJECTIVE

The objective of this project is to replace the air handler system in the Health Service Residence building, replace antiquated variable air volume (VAV) boxes, convert older pneumatic valve controls to electronically controlled valves tied back into the campus BMS system, and replace chilled water pumps with new VFDs for greater energy efficiency at the Hunterdon Developmental Center.

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):

- **P003 HVAC Engineering**

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

- **P002 Electrical Engineering**
- **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 $2,674,815.81

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

B. CURRENT WORKING ESTIMATE (CWE)

The Current Working Estimate (CWE) for this project is $3,994,000.00

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 in Scope of Work through a Contract amendment.

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.

PROJECT PHASE	ESTIMATED DURATION (Calendar Days)
1. Site Access Approvals & Schedule Design Kick-off Meeting	**14**
2. Investigation Phase	**28**
• *Project Team & DPMC Plan/Code Unit Review & Comment*	14
3. Design Development Phase 50% (Minimum)	**42**
• *Project Team & DPMC Plan/Code Unit Review & Comment*	14
4. Final Design Phase 100%	**42**
• *Project Team & DPMC Plan/Code Unit Review & Approval*	14
5. Final Design Re-Submission to Address Comments	**7**
• *Project Team & DPMC Plan/Code Unit Review & Approval*	14

6. DCA Health Care Plan Review	**30**
• *Project Team & DPMC Plan/Code Unit Review & Approval*	14
7. Permit Application Phase	**7**
• *Issue Plan Release*	
8. Bid Phase	**42**
9. Award Phase	**28**
10. Construction Phase	**180**
11. Project Close Out Phase	**30**

B. CONSULTANT'S PROPOSED DESIGN & CONSTRUCTION SCHEDULE

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

The Consultant shall estimate the duration of the project Close-Out Phase based on the anticipated time required to complete each deliverable identified in Section XIV of this document entitled "Contract Deliverables - Project Close-Out Phase" and include this information in the bar chart schedule submitted.

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.

V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The location of the project site is:

Hunterdon Developmental Center
40 Pittstown Road, PO Box 4003
Clinton, Union Township, Hunterdon County, NJ 08809-4031

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:	Joelle Hansbury, Project Manager
Address:	Division of Property Management & Construction 33 West State Street, 9th Floor Trenton, NJ 08608-1206
Phone No:	(609)-638-5013
E-Mail:	Joelle.Hansbury@treas.nj.gov

2. DHS Representative:

Name:	Christian Casteel, Director
Address:	Department of Human Services 222 South Warren Street, PO Box 700 Trenton, New Jersey 08625
Phone No:	(609) 472-5622
E-Mail:	Christian.Casteel@dhs.nj.gov

Name:	Ripenrai Nagar, Project Manager
Address:	Department of Human Services 222 South Warren Street, PO Box 700 Trenton, New Jersey 08625
Phone No:	(609) 940-2023
E-Mail:	Ripenrai.Nagar@dhs.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

The Hunterdon Developmental Center is located in Hunterdon County and was constructed in the late 1960's. It is the home for approximately 394 mentally and physically challenged individuals. The Center is manned 24-hours a day, 7 days a week. The Health Services Residence provides residential and health services to individuals with developmental disabilities and physical disabilities. Many residents require the use of the building's medical grade oxygen and suction systems.

B. FUNCTIONAL DESCRIPTION OF THE BUILDING

The Health Service Residence Building is single-story with basement and small second story. The building is steel frame with brick exterior, constructed in 1968 and is used for Medical Services and Treatment. The roof of the structure is 2" concrete plank with sloped insulating concrete fill and tapered rigid insulation with an asphaltic built-up covering. The visible exterior walls of the structure are 4" face brick over a 2" air space and 6" concrete masonry units. Wall construction behind the vented mansard roofs is 2" rigid insulation over 6" concrete masonry units. Windows are single pane operable in metal frame. The storefront at interior courtyard is also single pane in metal frame with spandrel panels.

Plans for upgrading the HVAC infrastructure at the HSR Building were completed under DPMC Project A1226-08 as part of an energy savings plan. The following description is taken from the plan by DCO Energy. The full plan documents for A1226-08 will be provided to the consultant.

"The Health Services Residence has a single AHU that serves a Dual Duct system throughout the building. The AHU feeds (4) risers with Cold Duct, Hot Duct and Return Duct. This unit is well beyond its useful life and in need of replacement. As this unit is unable to be replaced 1-for-1 due to the 24/7 operations of the building, the strategy to replace the unit is to install (4) new AHUs while the existing unit is functional. The new units will be sized to each serve one of the existing risers in the building. The new units will be ducted into the existing risers and provided with OA."

"The removal of the existing, decommissioned chillers will provide the space necessary to install the 4 new units while the main unit is still operational."

"The Central Chilled Water Plant at Hunterdon Development Center is a Primary Secondary System. The Primary Pumps are (3) 25 HP constant volume pumps and the secondary pumps are (2) 150 HP Constant Volume Pumps. When all of the AHUs are replaced and the new DDC Controls system is installed, there will be new 2-Way Pressure Independent Control Valves

installed throughout the system. Replacing the existing Primary Secondary pumping system with Variable Primary System will provide energy savings for Hunterdon Development Center."

Due to budget concerns, the design for the replacement of the chilled water pumps will be done under an allowance.

"The Health Services Residence has an existing Dual Duct Heating & Cooling System. A constant supply of hot and cold air are delivered to the boxes and are then mixed locally by the dual duct box to maintain space temperature. Along with the AHU Retrofit, the intent is to re-use the existing cooling ductwork and retrofit the Health Services Residence with a delivered VAV System. There is an existing Hot Water loop piped throughout the HSR and this will be used to provide a HW Reheat in each new VAV Box."

Given the extreme respiratory sensitivity of building residents, consultants shall evaluate phasing and coordination of HVAC shutdowns.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. INVESTIGATION PHASE

The Consultant shall review the reports to understand the recommendations made in these reports. Review applicable drawings and existing documentation on the building. The reports are:

- "Energy Savings Plan" by DCO Energy Efficiency Division, post bid results dated December 9, 2019
- "Hunterdon Development Center ESIP Project" by DCO Energy, dated May 8, 2019, project no. A1226-08
- "Hazardous Materials Survey Report Hunterdon Developmental Center" by Matrix New World Engineering, Land Surveying, and Landscape Architecture, dated September 20, 2018
- "Hunterdon Development Center Energy Audit Report – 100% Deliverable" by Gannett Fleming, dated November 1, 2016, project no. A1226-00

The A1226-08 drawings were previously approved by code review and represent a design that was accepted by DHS, however consultants shall survey and verify all dimensions, design details, and necessary information to determine the best design path to achieving the objective of replacing the building's air handling units and other necessary equipment. The consultant shall also identify other critical building equipment that is currently tied into the existing campus building automation system, including those note being directly replaced as part of this project.

B. DESIGN REQUIREMENTS

1. General

The Consultant shall provide the Design, Construction Administration, Permitting and Bid/Award services to replace AHU system, replace dual duct VAV boxes with single duct VAV boxes with hot water reheat coils, and replace the associated pneumatic controls with a campus wide open protocol energy management system, with DDC control panels for proper AHU and VAV sequence of operations. Include installation of thermal, electrical and alarm system connections for the Health Service Residence Building at the Hunterdon DC. See **Exhibit 'B'** for the Building location on the provided site map.

2. Chilled Water Pumps Allowance

Consultant shall estimate the costs to provide design, construction administration, permitting and bid/award services to replace the chilled water system at the HSR building and include that amount in the fee proposal line item entitled "Chilled Water Pumps Allowance".

3. Demolition

Identify on the drawings any walls, ceilings, electric conduit, light fixtures and switches, data and telecommunication outlets, electrical junction boxes, panels, brackets, hangers and other obstructions required to be removed and/or be relocated in order to facilitate new construction.

Special demolition and removal procedures shall be identified in the design documents for the HVAC units that are to be replaced. Special procedures and required hours for electric utility shutdown and/or switchover during the HVAC unit removal and replacement shall be described and included in the design documents.

As applicable, provide temporary utilities to all equipment remaining in the areas during the demolition phase of the project including but not limited to electric, fire alarms, sprinkler systems, security and CCTV systems, lighting, HVAC piping & equipment, hot water piping & equipment, etc., in order to keep them fully functional during all phases of construction.

Procedures for the security of materials and equipment in the building during construction shall be established and included in Division 1 of the specification.

4. Noise & Dust Control

Provide a detailed drawing that depicts the location and dimensioned details for any temporary construction partition walls for security, plastic barriers for dust and dirt containment, and special covers for the equipment.

Describe the acceptable standards of cleanliness that the Contractor must meet each workday in all public access areas, hallways, elevators, rest rooms, and all other areas of the building.

Provide coverings on all furniture and cubicles as needed .All areas must be cleared of any dust and debris at the end of each work day. All smoke heads and sprinkler heads must be covered. The Contractor must work with the DPMC staff daily to put the alarm system on test to prevent any false alarms. Identify the methods for removal of debris.

Identify the procedures necessary to protect any smoke detector heads from dust and potential false alarms during the demolition work.

Identify the approved methods to remove the demolition material from the building, security policies of the building and security guard protection requirements, dumpster location and access for the removal of the materials from the property.

5. New Equipment

Delivery dates of the HVAC equipment specified must be obtainable to meet the projected completion date of the project. Documents shall include a requirement for the Contractor to minimize the HVAC system downtime.

The Consultant shall ensure that a factory representative is onsite for the start-up of the new HVAC equipment.

The Consultant shall provide riser diagrams to indicate locations and method of tie-in of all new HVAC & hot water utility and system circuits to the existing utility and system circuits.

6. Controls

Provide a design for a digital control system DDC for the proper operation of the HVAC units, their related components, and building temperature levels. Control items to address shall include, but not be limited to the following: thermostats, smoke detectors, HVAC fan motor shutdown, and interface with the existing fire detection system and fire alarm panel.

All system automatic electronic controls shall have a manual override feature.

The building controls system shall also include the installation of a new head end server at the Engineering building, and that the system shall be scalable to allow for the eventual replacement of the campus building automation system.

The consultant shall include in their design all riser diagrams and sequence of operations necessary for the automation system to control all building HVAC components, or delegate the design thereof.

7. Testing and Balancing

The Consultant shall, during the investigation phase of its work, use its discretion and experience to determine whether HVAC System Testing and Balancing is needed in order to properly assess the function of the existing HVAC Systems. Such HVAC System Testing and Balancing shall be performed by a qualified firm. It is not required that such firm be pre-qualified with DPMC, however a NJ Business Registration Certificate will be required.

As part of the design documents, the Consultant shall ensure that, following construction, the Contractor is required to hire a qualified HVAC Testing and Balancing firm, and such firm shall perform system tests to ensure that the HV AC system as installed performs as specified and designed. The design documents shall further require that the HVAC System Testing and Balancing firm shall produce a report setting forth its findings, adjustments, recommendations, and further that it shall certify that the HV AC system meets the design intent and will perform as specified and designed and that that all equipment, i.e., fans, controls, dampers, and devices requiring adjustments or regulation are properly installed, thoroughly cleaned, adjusted, or regulated for proper operation and free from objectionable noise and vibration. It is not required that such firm be pre-qualified with DPMC, however a NJ Business Registration Certificate will be required.

As part of Consultant's Construction Site Administration services it will oversee the Contractor's work and their hiring of a HVAC System Testing and Balancing firm. The Consultant shall further ensure that any testing and balancing is performed in accordance with the current Association Air Balancing Council Standards or other State approved associations. Any system tests shall be observed and approved by the DPMC Project Manager and Code Group and a copy of the certified report and certification referred to above is to be provided to the DPMC Project Manager. The systems shall be maintained by the maintenance personnel in accordance with the report data and operating manuals provided by the Contractor.

8. Energy Rebates

The HVAC units shall be high efficiency units with the Consultant completing application for local energy rebates as described in Section IX, in this Scope of Work entitled “Energy Incentive Program”.

9. Warranty:

The HVAC manufacturers shall provide, at a minimum, a five (5) year warranty against defects in materials and workmanship after the units are installed, tested, and approved.

C. DRAWINGS

Include equipment schedules indicating all AC equipment by symbol designation, name and size, capacity. Include ventilation schedules for all building spaces. Indicate the location of all AC and heating element equipment and tie-in of all piping and ducts to the units. Piping and duct sizes shall be indicated on the drawings.

An electrical drawing(s) shall be provided for the AC units, control systems, and any specialized system needed for the proper performance of the equipment installed. The drawings shall be single line riser diagrams indicating the locations of the new equipment, feeders, branch circuits, electrical panels, breakers, switches and disconnects, etc. Size of wires, current demand factors, conduits, raceways, and transformers from the service entry to branch circuit panel boards shall be indicated on the drawings. Panel loads, schedules, and spare circuits shall be provided for each panel. Branch circuit wire size, voltages, ratings, grounding details, and load for each circuit shall be shown for each circuit.

D. SOUND & VIBRATION

Provide acceptable vibration and sound levels for the new HVAC equipment and ductwork. All new sound attenuation materials shall be installed on the exterior of the ductwork and shall achieve the maximum sound attenuation required for the different areas of the building. Sound baffles shall be investigated and provided between spaces where required by the Client Agency.

E. SURGE PROTECTION:

Provide necessary measures for surge protection of HVAC equipment and study the effect of power outages and provide solutions to assure required operation of the mechanical units and Client Agency satisfaction.

F. EQUIPMENT DELIVERY:

Delivery dates of the HVAC equipment specified must be obtainable to meet the construction activity milestone dates and projected completion date of the project.

G. TEMPORARY SERVICES:

Investigate and recommend the most economic and efficient method to replace the heating, air conditioning, ventilation, and control systems while maintaining proper temperature and humidity levels and not disrupt the facility operation. Methods to investigate may include temporary auxiliary air conditioning units and heating units as well in case the replacement is

done during heating months, isolation of building sections/zones, temporary swing space for residents and staff, off-season installations, etc.

H. HAZARDOUS BUILDING MATERIALS

Consultant shall survey the roof 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.

Consultant shall document their 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 their fee proposal line item entitled **"Hazardous Materials Testing and Report Allowance"**, refer to paragraph **X.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 their fee proposal line item entitled **"Hazardous Materials Abatement Design Allowance"**, refer to paragraph **X.C**.

Consultant shall estimate the cost to provide "Construction Monitoring and Administration Services" for hazardous materials abatement activities and include that amount in their fee proposal line item entitled **"Hazardous Materials Construction Administration Allowance",** refer to paragraph **X.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.J** "Hazardous Building Materials". All costs associated with managing, coordinating, observing and

administrating 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.

I. 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 seven (7) 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:

Investigation Phase: One (1) oral presentation at investigation completion.

One (1) oral presentation at investigation completion.

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

One (1) working meeting halfway through phase.

One (1) oral presentation at phase completion.

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

One (1) working meeting halfway through phase.

One (1) oral presentation at phase completion.

J. 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.

- (Energy Savings Plan, post bid results, plans, and specs, dated: December 9, 2019, and by: DCO Energy Efficiency Division)
- (A1226-08, Hunterdon Development Center ESIP Project, dated May 08, 2019, and by DCO energy)
- (Hazardous Materials Survey Report Hunterdon Developmental Center, dated: September 20, 2018, and by: Matrix New World Engineering, Land Surveying, and Landscape Architecture)
- (A1226-00, Hunterdon Development Center Energy Audit Report – 100% Deliverable, dated: November 1, 2016, and by Gannett Fleming)

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 PLAN REVIEW AND 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:

http://www.state.nj.us/dca/divisions/codes/codreg/

1. NJ Uniform Construction Code (NJUCC) Plan Review

Consultant shall determine the cost of the NJUCC Plan Review by DCA and provide this information to DHS. DHS will pay the NJUCC Plan Review Fee.

Upon approval of the Final Design Phase Submission by DPMC, the Consultant shall submit the construction documents to the Department of Community Affairs (DCA), Bureau of Construction Project Review to secure a complete plan release.

As of July 25, 2022, the Department of Community Affairs (DCA) is only accepting digital signatures and seals issued from a third party certificate authority.

Procedures for submission to the DCA Plan Review Unit can be found at:

https://www.state.nj.us/dca/divisions/codes/forms/pdf_bcpr/pr_app_guide.pdf

Consultant shall complete the "Project Review Application" and include the following on Block 5 as the "Owner's Designated Agent Name":

Joyce Spitale, DPMC
PO Box 235
Trenton, NJ 08625-0235
Joyce.Spitale@treas.nj.gov 609-943-5193

The Consultant shall complete the NJUCC "Plan Review Fee Schedule", determine the fee due and pay the NJUCC Plan Review fees, refer to Paragraph X.A.

The NJUCC "Plan Review Fee Schedule" can be found at:

http://www.state.nj.us/dca/divisions/codes/forms/pdf_bcpr/pr_fees.pdf

2. NJ Uniform Construction Code Permit

Upon receipt of a complete plan release from the DCA Bureau of Construction Project Review, the Consultant shall complete the NJUCC permit application and all applicable technical sub-code sections. The "Agent Section" of the application and certification section of the building sub-code section shall be signed. These documents, with **six (6) sets of DCA approved, signed and sealed construction 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/divisions/codes/resources/constructionpermitforms.html

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

3. 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. 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.

4. 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.

5. Special Inspections:

In accordance with the requirements of the New Jersey Uniform Construction Code 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:

http://www.state.nj.us/dca/divisions/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 New Jersey Uniform Construction Code.

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 Division of Property Management and Construction "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. 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.

X. ALLOWANCES

A. PLAN REVIEW AND PERMIT FEE ALLOWANCE

The Consultant shall pay all DCA plan review fees and regulatory permit fees (except the NJ Uniform Construction Code permit) 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 plan reviews, permits, certificates, and approvals (excluding the NJ Uniform Construction Code permit) and include that amount in their fee proposal line item entitled **"Plan Review and Permit Fee Allowance"**. A breakdown of each permit and application fee shall be attached to the fee proposal for reference.

NOTE: The NJ Uniform Construction Code permit and DCA Plan Review are excluded since they will be paid 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 their fee proposal under the "Permit Phase" column.

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

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.H** and enter that amount on their 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
  - 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

Consultant shall estimate the costs to prepare construction documents for hazardous materials abatement noted in paragraph VII.H and enter that amount on their 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

Consultant shall estimate the cost to provide Construction Monitoring and Administration Services for hazardous materials abatement as noted in paragraph VII.H and enter that amount

on their 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. CHILLED WATER PUMPS ALLOWANCE

The Consultant shall estimate the costs to provide design, construction administration, permitting and bid/award services to replace the chilled water system at the HSR building and include that amount in the fee proposal line item entitled "Chilled Water Pumps Allowance".

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

XIII. 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 and verifies that the work will not conflict with the existing or future construction activities of other projects at the site.

SOW PREPARED BY: Cecile Guirguis 07-01-2024
CECILE GUIRGUIS, PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 7/1/2024
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: 07/01/2024
CHRISTIAN CASTEEL, DIRECTOR DATE
DEPARTMENT OF HUMAN SERVICES

SOW APPROVED BY: Joelle Hansbury 7/2/2024
JOELLE HANSBURY, DESIGN PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Jeanette M Barnard 8.7.24
JEANETTE BARNARD, DEPUTY DIRECTOR DATE
CONTRACTS ADMINISTRATION

XII. 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:

- **INVESTIGATION PHASE**
- **DESIGN DEVELOPMENT PHASE**
- **FINAL DESIGN PHASE**
- **PERMIT APPLICATION PHASE**
- **BIDDING AND CONTRACT AWARD**
- **CONSTRUCTION PHASE**
- **PROJECT CLOSE-OUT PHASE**

XV. EXHIBITS

A. SAMPLE PROJECT SCHEDULE FORMAT
B. PROJECT SITE LOCATION & SITE MAP
C. CONTRACTOR'S REGULATIONS
D. HUNTERDON DEVELOPMENTAL CENTER
E. PHOTOS

END OF SCOPE OF WORK

Deliverables Checklist
Investigation Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Included	
		Yes	No	Yes	No	Yes	No
11.5.1.	A/E Statement of Site Visit						
11.5.2	Narrative Description of Project						
11.5.3.	Space Analysis						
11.5.4.	Special Features						
11.5.5.	Site Evaluation						
11.5.6.	Subsurface Investigation						
11.5.7.	Surveys						
11.5.8.	Arts Inclusion						
11.5.9.	Design Rendering						
11.5.10.	Regulatory Approvals						
11.5.11.	Utility Availability						
11.5.12.	Diagrammatic Sketches/Drawings (6 Sets)						
11.5.13.	Outline Specifications (6 Sets)						
11.5.14.	Current Working Estimate/Cost Analysis						
11.5.15.	Project Schedule						
11.5.16.	Formal Presentation						
11.5.17.	Scope of Work Compliance Statement						
11.5.18.	Advisability 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

DPMC Project No.: M1586-00

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.	Outline Specifications (6 Sets)						
14.4.16.	Current Working Estimate/Cost Analysis						
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.	Outline Specifications (6 Sets)						
15.4.16.	Current Working Estimate/Cost Analysis						
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

DPMC Project No.: M1586-00

Deliverables Checklist
Permit Application Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
16.1.	N.J. UCC Permit Application						
16.4.	Drawings, Signed and Sealed (6 Sets)						
16.5.	Specifications, Signed and Sealed (6 Sets)						
16.6.	Current Working Estimate/Cost Analysis						
16.7.	Project Schedule						
16.8.	Plan Review/Scope of Work Compliance Statement						
16.9.	Permit Application 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 Project Manager the status of all the deliverables required by the project specific Scope of Work.

_____ _____

Consultant Signature Date

DPMC Project No.: M1586-00

Deliverables Checklist
Bidding and Contract Award Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
17.1.1.	Notice of Advertising						
17.1.2.	Bid Proposal Form						
17.1.3.	Bid Clearance Form						
17.1.4.	Drawings (6 Sets)						
17.1.5.	Specifications (6 Sets)						
17.1.6.	Construction Schedule						
17.3	Pre-Bid Conference/Mandatory Site Visit						
17.3.1.	Meeting Minutes						
17.4	Bulletins						
17.5	Post Bid Meeting						
17.6.	Contract Award "Letter of Recommendation"						
17.8.	Bid Protests - Hearings						
17.9.	Bidding and Contract Award 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
Construction Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
18.2.	Pre-Construction Meeting						
18.3.	Submittal Log						
18.4.	Construction Schedule						
18.5.	Project Progress Meetings						
18.7.	Contractor's Invoicing and Payment Process						
18.8.	Contractor Submittals						
18.10.	Testing						
18.11.	Shop Drawings (6 Sets)						
18.12.	As-Built & Record Set Drawings (6 Sets)						
18.13.	Change Orders						
18.14.	Construction Photographs						
18.15.	Field Observations						
18.17.	Construction 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
Project Close-Out Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
19.3.	Development of Punch List and Inspection Reports						
19.5.	Determination of Substantial Completion						
19.6.	Correction/Completion of Punch List						
19.7.	Submission of Close-Out Documentation						
19.7.1.	As-Built and Record Sets of Drawing (6 Sets)						
19.8.	Final Payment						
19.9.1.	Contractors Final Payment						
19.9.2.	A/E's Final Payment						
19.10.	Project Close-Out 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

February 7, 1997
Rev.: January 29, 2002

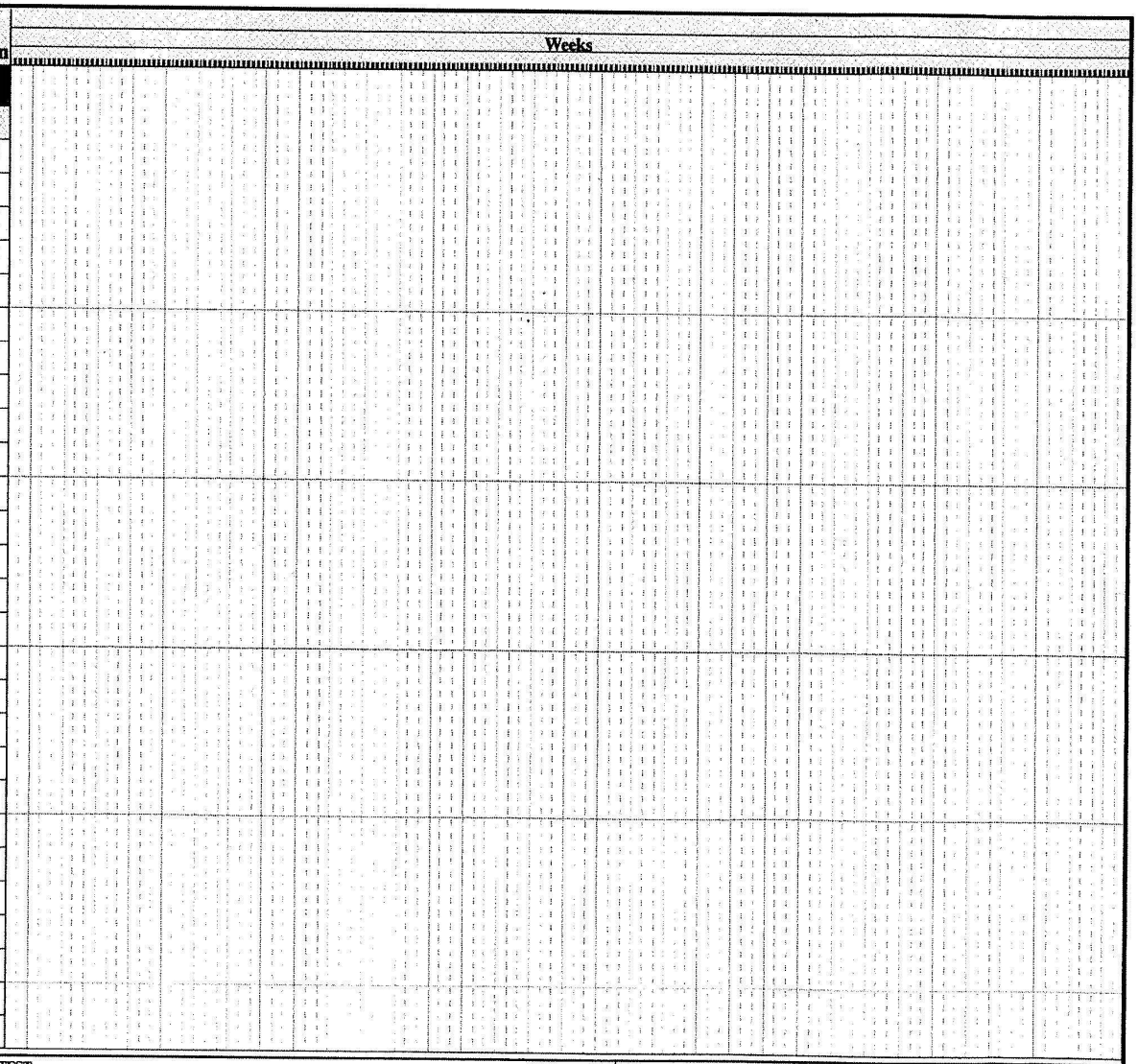
Responsible Group Code Table

The codes below are used in the schedule field "GRP" that identifies the group responsible for the activity. The table consists of groups in the Division of Property Management & Construction (DPMC), as well as groups outside of the DPMC that have responsibility for specific activities on a project that could delay the project if not completed in the time specified. For reporting purposes, the groups within the DPMC have been defined to the supervisory level of management (i.e., third level of management, the level below the Associate Director) to identify the "functional group" responsible for the activity.

CODE	DESCRIPTION	REPORTS TO ASSOCIATE DIRECTOR OF:
CM	Contract Management Group	Contract Management
CA	Client Agency	N/A
CSP	Consultant Selection and Prequalification Group	Technical Services
A/E	Architect/Engineer	N/A
PR	Plan Review Group	Technical Services
CP	Construction Procurement	Planning & Administration
CON	Construction Contractor	N/A
FM	Financial Management Group	Planning & Administration
OEU	Office of Energy and Utility Management	N/A
PD	Project Development Group	Planning & Administration

EXHIBIT 'A'

Activity ID	Description	Rspn
<PROJ>		
Design		
CV3001	Schedule/Conduct Predesign/Project Kick-Off Mtg.	CM
CV3020	Prepare Program Phase Submittal	AE
CV3021	Distribute Program Submittal for Review	CM
CV3027	Prepare & Submit Project Cost Analysis (DPMC-38)	CM
CV3022	Review & Approve Program Submittal	CA
CV3023	Review & Approve Program Submittal	PR
CV3024	Review & Approve Program Submittal	CM
CV3025	Consolidate & Return Program Submittal Comments	CM
CV3030	Prepare Schematic Phase Submittal	AE
CV3031	Distribute Schematic Submittal for Review	CM
CV3037	Prepare & Submit Project Cost Analysis (DPMC-38)	CM
CV3032	Review & Approve Schematic Submittal	CA
CV3033	Review & Approve Schematic Submittal	PR
CV3034	Review & Approve Schematic Submittal	CM
CV3035	Consolidate & Return Schematic Submittal Comment	CM
CV3040	Prepare Design Development Phase Submittal	AE
CV3041	Distribute D. D. Submittal for Review	CM
CV3047	Prepare & Submit Project Cost Analysis (DPMC-38)	CM
CV3042	Review & Approve Design Development Submittal	CA
CV3043	Review & Approve Design Development Submittal	PR
CV3044	Review & Approve Design Development Submittal	CM
CV3045	Consolidate & Return D.D. Submittal Comments	CM
CV3050	Prepare Final Design Phase Submittal	AE
CV3051	Distribute Final Design Submittal for Review	CM
CV3052	Review & Approve Final Design Submittal	CA
CV3053	Review & Approve Final Design Submittal	PR
CV3054	Review Final Design Submitl for Constructability	OCS



NOTE:
Refer to section "IV Project Schedule" of the Scope of Work for contract phase durations.

DBCA - TEST

Sheet 1 of 3

Bureau of Design & Construction Services

EXHIBIT 'A'

Activity ID	Description	Rspn	Weeks
CV3055	Review & Approve Final Design Submittal	CM	
CV3056	Consolidate & Return Final Design Comments	CM	
CV3060	Prepare & Submit Permit Application Documents	AE	
CV3068	Prepare & Submit Bidding Cost Analysis (DPMC-38)	CM	
Plan Review-Permit Acquisition			
CV4001	Review Constr. Documents & Secure UCC Permit	PR	
CV4010	Provide Funding for Construction Contracts	CA	
CV4020	Secure Bid Clearance	CM	
Advertise-Bid-Award			
CV5001	Advertise Project & Bid Construction Contracts	CP	
CV5010	Open Construction Bids	CP	
CV5011	Evaluate Bids & Prep. Recommendation for Award	CM	
CV5012	Evaluate Bids & Prep. Recommendation for Award	AE	
CV5014	Complete Recommendation for Award	CP	
CV5020	Award Construction Contracts/Issue NTP	CP	
Construction			
CV6000	Project Construction Start/Issue NTP	CM	
CV6001	Contract Start/Contract Work (25%) Complete	CON	
CV6002	Preconstruction Meeting	CM	
CV6003	Begin Preconstruction Submittals	CON	
CV6004	Longest Lead Procurement Item Ordered	CON	
CV6005	Lead Time for Longest Lead Procurement Item	CON	
CV6006	Prepare & Submit Shop Drawings	CON	
CV6007	Complete Construction Submittals	CON	
CV6011	Roughing Work Start	CON	
CV6012	Perform Roughing Work	CON	
CV6010	Contract Work (50%+) Complete	CON	
CV6013	Longest Lead Procurement Item Delivered	CON	
CV6020	Contract Work (75%) Complete	CON	

NOTE:
Refer to section "IV Project Schedule" of the Scope of Work for contract phase durations.

DBCA - TEST

Sheet 2 of 3

Bureau of Design & Construction Services

EXHIBIT 'A'

Activity ID	Description	Rspn	Weeks
CV6014	Roughing Work Complete	CON	
CV6021	Interior Finishes Start	CON	
CV6022	Install Interior Finishes	CON	
CV6030	Contract Work to Substantial Completion	CON	
CV6031	Substantial Completion Declared	CM	
CV6075	Complete Deferred Punch List/Seasonal Activities	CON	
CV6079	Project Construction Complete	CM	
CV6080	Close Out Construction Contracts	CM	
CV6089	Construction Contracts Complete	CM	
CV6090	Close Out A/E Contract	CM	
CV6092	Project Completion Declared	CM	

NOTE:
Refer to section "IV Project Schedule" of the Scope of Work for contract phase durations.

DBCA - TEST

Sheet 3 of 3

Bureau of Design & Construction Services

EXHIBIT 'A'

HSR HVAC Infrastructure Replacement

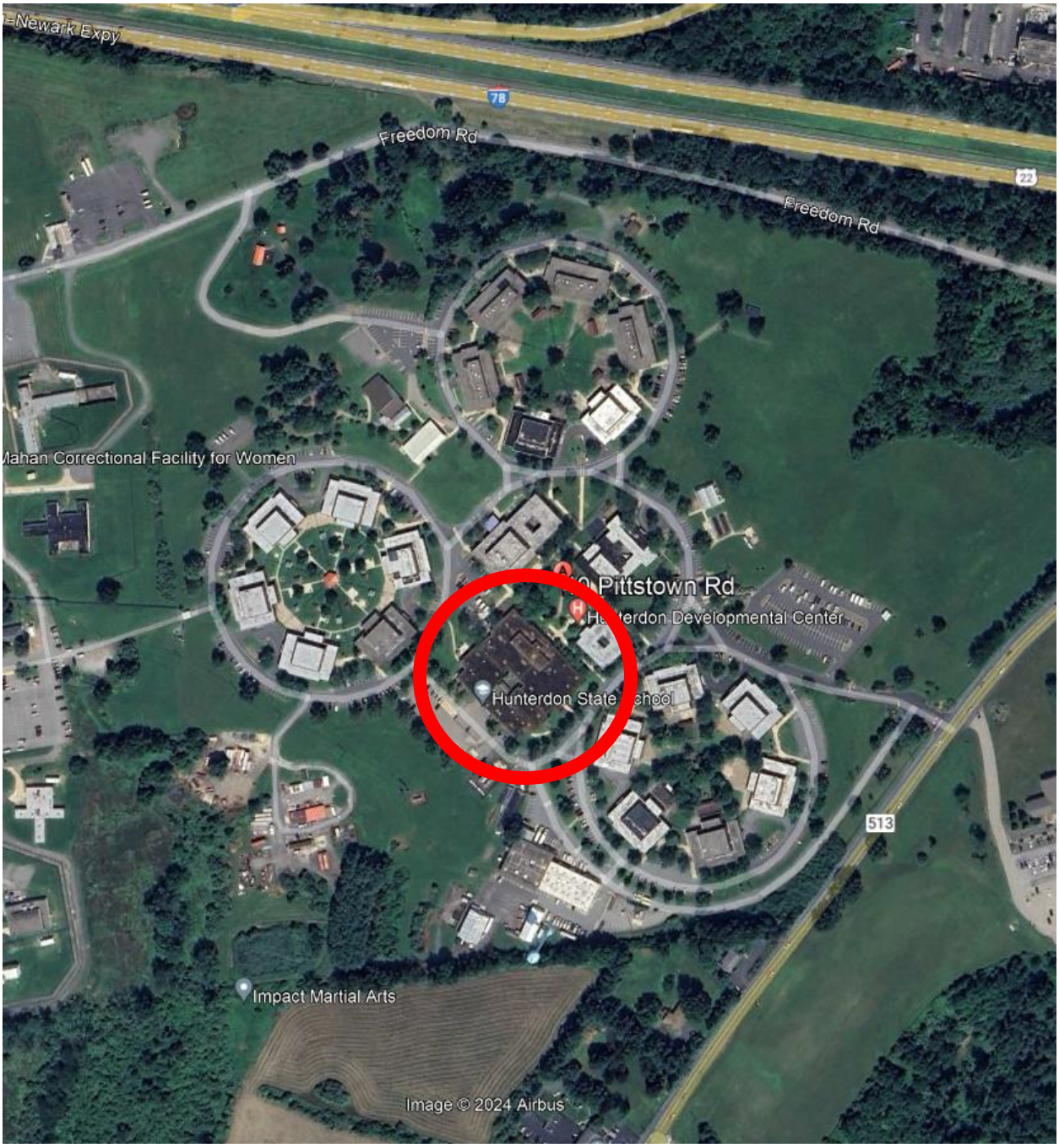


EXHIBIT 'B'

HSR HVAC Infrastructure Replacement

EXHIBIT 'B'

HDC
HUNTERDON DEVELOPMENTAL CENTER

DATE: May 19, 2022

TO: Contracted Agencies

FROM: David Thomas
Chief Executive Officer

SUBJECT: Rules and Regulations While on HDC Premises

1. Pursuant to Executive Order No. 283 (Murphy 1/19/2022), ("EO283"), Contractors and Consultants working in "health care settings" .....including residential facilities for individuals with disabilities , **are required to become fully vaccinated, including booster shots.**

   All covered workers must remain up to date with their COVID-19 vaccinations and provide proof of same.

2. Contracted workers are instructed not to come to work if they feel ill.

3. All contractors are screened for Covid-19 at the designated area before each shift.

4. Contracted workers are to wear appropriate PPE as directed by the Hunterdon liaison / oversight staff.

5. Contracted workers are to wear clothing appropriate for activities being performed. Clothing must not show or have any text or graphic that is vulgar, disrespectful, sexually explicit, or representative of political positions, or negative depictions of gender, sexual orientation, race or religion.

6. Identification badges are to be worn above the waist at all times. Lost badges must be reported immediately.

7. Contracted workers must follow HDC parking and traffic regulations:
   a. No curbside parking or parking in handicapped (without authorized placard), red tag or other designated spaces
   b. No vehicle is to be left unattended and running at any time.
   c. The posted speed limit is 10 miles per hour.
   d. All vehicles are to be locked and properly secured when not in use

EXHIBIT 'C'

8. The designated smoking area is behind the Johnson Building. Smoking is prohibited in all other areas.

9. Contracted workers are to comply with social distancing guidelines.

10. Courtesy and respect are to be demonstrated at all times. Any form of communication, which could be considered insulting, harassing, discriminatory, sexually suggestive, derogatory, discourteous or defamatory towards others, will not be tolerated. Any form of physical contact is strictly prohibited. Standards issued by the Governor's Office establish a zero tolerance for workplace violence.

11. In keeping with HIPAA regulations, resident and employee privacy will be safeguarded. Additionally, any Hunterdon Developmental Center business must be kept confidential.

12. The use of any cell phone and/or recording device to obtain pictures, video, or audio of staff or residents is prohibited

13. No contractor is permitted to borrow, loan, destroy, or remove from its assigned locations, any personal property of employees, residents, or materials, supplies and equipment belonging to the State, regardless of the value.

14. Contracted workers are to clean their area of debris and trash.

Issued: 3/14/2022; revised 5/19/2022

EXHIBIT 'C'

HUNTERDON DEVELOPMENTAL CENTER
DEPARTMENT OF HUMAN SERVICES
CONTRACTOR RULES

Contractors and their employees working within the confines of New Jersey Department of Human Service Facilities must conform to regulations governing the functioning of the Facility. Questions regarding regulations should be brought to the attention of the Facility Contract Administrator.

Contractors and their employees are required to have an identification badge worn in plain view above the waistline.

Particular attention is called to the following regulations:

1. PARKING: Parking is permitted only in assigned areas. Contractors should check with the Facility Contract Administrator for assignment to a parking area.

2. LOCKING OF VEHICLES: Locking your car or truck is important not only for the protection of your vehicle but also as a safety measure for the clients, employees, and visitors alike. Keys, if found in your vehicle, will be confiscated and turned in to the Department of Human Services Police Department. Your reentry to the Facility will be at the discretion of the Facility Contract Administrator.

3. FIRE REGULATIONS: The Facility Contract Administrator will provide Instructions as applicable to the contractor. AT NO TIME IS WELDING, BURNING OR OTHER WORK INVOLVING OPEN FLAME TO BE UNDERTAKEN WITHOUT PERMISSION OF THE FACILITY CONTRACT ADMINISTRATOR WHO WILL INSTRUCT THE CONTRACTOR IN THE NECESSARY PROCEDURES.

4. KEYS: Issuance of keys to contractor's employees carries with it the responsibility for exercising the utmost care. Contractor's employees signing out key(s) will be responsible for returning the key(s) at the end of every day. The Facility Contract Administrator may assess charges for key(s) lost or not returned.

5. DOORS: LOCKED DOORS, WHICH ARE OPENED TO PERMIT PASSAGE, MUST BE RELOCKED IMMEDIATELY. Particular attention should be given to doors to the outside, stair towers and to roofs.

6. LADDERS, SCAFFOLDING, AND EXCAVATIONS: Ladders and scaffolding must be attended while work is in progress. Never leave a ladder in position without someone in attendance. Ladders and scaffolding must be removed at the end of the day. If scaffolding cannot be removed it must be fenced in such a way that patients and staff cannot gain access. If scaffolding is to be fenced the Facility Contract Administrator must approve the perimeter fence. Excavations must be surrounded by a secure fence at the completion of the day's work. In progress excavation may also require a fence if risk is present. The Facility Contract Administrator must be notified of all excavations and he will determine the need for fencing.

EXHIBIT 'D'

HUNTERDON DEVELOPMENTAL CENTER
DEPARTMENT OF HUMAN SERVICES
CONTRACTOR RULES

7. TOOLS & MATERIALS: Keep all tools and materials stored in places protected from access by clients, staff, and visitors. Pick-up truck operators must not leave tools and/or materials exposed in the back of the truck.

8. PICTURES: NO PHOTOS may be taken without permission of the Facility Contract Administrator.

9. FACILITY REGULATIONS: Contractors may also be required to sign Facility Rules for Contractors, these rules are Independent of the Department of Human Services rules, and are intended to highlight specific concerns within that specific facility.

10. CLIENT INTERACTION: Contractor employees must not interact with the clients. Do not provide clients with money, cigarettes, matches or lighters, tools, or any other dangerous item. If there is a particularly troublesome client report the incident immediately to the Facility Contract Administrator.

11. INMATE LABOR: Some Human Service Facilities utilize inmate labor. The same general rules apply to the inmates with the notable exception – "Interaction of any type with inmates is strictly prohibited."

12. CONTRABAND: Contractors, their employees or persons are prohibited from bringing with them any alcoholic beverages, firearms, ammunition, knives or any other article having the nature of a weapon onto the grounds of any Department of Human Service Facility. When necessary to utilize tools, which can become a weapon, permission must be obtained from the Facility Contract Administrator prior to their use. It is incumbent upon users to keep these items out of reach of the clients, employees and visitors. Never leave tools unattended. Violation of Contraband Rules Regulations may result in criminal charges.

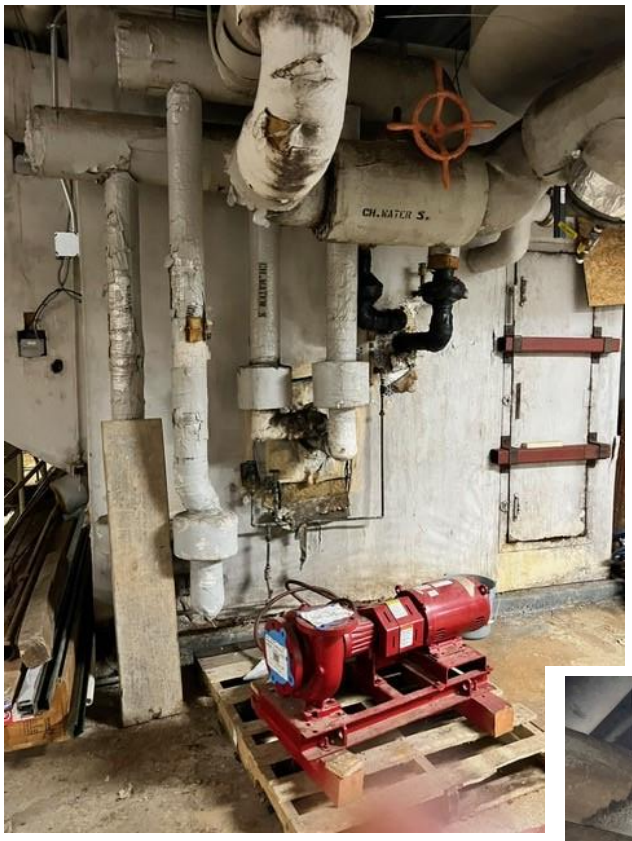
The contractors and each of his employees are required to sign a copy of this set of rules. It is the contractor's responsibility to have any sub-contractor and/or their employees sign this form prior to starting work at the facility. Signed copies of the form are to be returned to the Facility Contract Administrator. This form may be duplicated as necessary. Contractors are required to remove sub-contractors or employees who do not conform to these rules.

EXHIBIT 'D'

Existing Decommissioned Chillers to be Demolish

Existing BMS to be Upgrade

EXHIBIT 'E'



Existing Duct Work

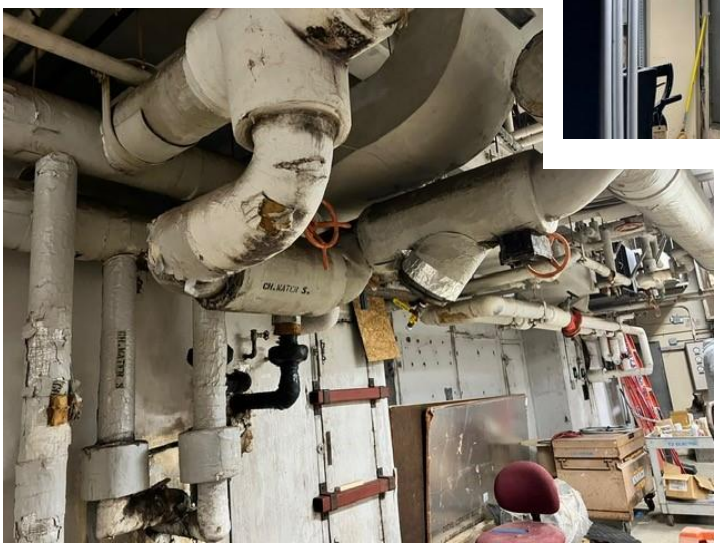


EXHIBIT 'E'