SCOPE OF WORK

Fuel Tank Upgrades

Pequest State Trout Hatchery Oxford, Warren County, NJ

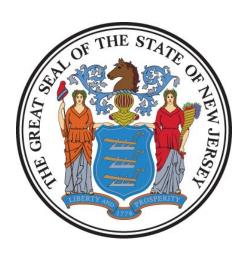
Project No. P1336-00

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: September 5, 2024

PROJECT LOCATION: Pequest State Trout Hatchery

PROJECT NO: P1336-00 DATE: September 5, 2024

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I. OBJECTIVE

The objective of this project is to replace both the gasoline and diesel tanks at Pequest State Trout Hatchery with new 2000 gallon capacity tanks and relocate them to the same location. See **Exhibit 'B'** for the project site location map.

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):

• P005 Civil Engineering

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

- P002 Electrical Engineering
- P007 Structural Engineering

As well as, <u>any and all</u> 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 \$200,000.

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 \$284,000.

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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. Schematic Design Phase 14 Project Team & DPMC Plan/Code Unit Review & Comment 14 3. Design Development Phase 21 14 Project Team & DPMC Plan/Code Unit Review & Comment 4. Final Design Phase 21 14 Project Team & DPMC Plan/Code Unit Review & Approval 5. Final Design Re-Submission to Address Comments 7 Project Team & DPMC Plan/Code Unit Review & Approval 14 6. DCA Submission Plan Review **30** 7. Permit Application Phase • Issue Plan Release 8. Bid Phase 42

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9.	Award Phase	28
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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, 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.

V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The location of the project site is:

Pequest State Trout Hatchery 605 Pequest Rd, Oxford, NJ 07863

40°50'09.3"N 74°56'43.2"W

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

PROJECT LOCATION: Pequest State Trout Hatchery

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B. PROJECT TEAM MEMBER DIRECTORY

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

1. Department of Environmental Protection Representative:

Name: <u>Jason Freeborn, Project Manager</u>

Address: Department of Environmental Protection

275 Freehold-Englishtown Rd.

Freehold, NJ 07726

Phone No: (609)789-8125

E-Mail No: jason.freeborn@dep.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

In 1980 New Jersey Fish and Wildlife's Bureau of Freshwater Fisheries began construction on a fifty-acre site within the four-thousand-acre Wildlife Management Area that would become "The Pequest Trout Hatchery and Natural Resource Education Center". The new hatchery was completed in 1982 and was designed for a yearly production of 600,000 trout with a total weight of three hundred thousand pounds.

The Pequest Trout Hatchery is located in the Pequest River Valley near the town of Oxford, in Warren County. There are sixty-four concrete raceways, ten feet wide by one hundred feet long and a 48-tank intensive nursey building.

New Jersey DEP Fish and Wildlife currently has three trout stocking programs (Spring, Fall and Winter seasons) that utilize catchable Rainbow trout that are raised at the Pequest Trout Hatchery. The various vehicles and equipment to operate the facilities require large amounts of fuel during the intensive seasons.

B. TANKS DESCRIPTION

Currently the facility utilizes one 2000 gallon gasoline above ground storage tank and one 500 gallon diesel fuel above ground storage tank. These tanks are within the maintenance area of the hatchery but are distanced from each other. The tanks are supplied with electric from 2 separate buildings.

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VII. CONSULTANT DESIGN RESPONSIBILITIES

A. DESIGN REQUIREMENTS

1. General:

The Consultant shall provide the Design, Construction Administration, Permitting and Bid/Award Services to replace the gasoline and the diesel fuel tanks at Pequest State Trout Hatchery. The Consultant shall meet and coordinate with the NJ Department of Environmental Protection, Office of Resource Development Staff, Fish and Wildlife staff, and the Pequest Trout Hatchery Superintendent and staff to outline all requirements necessary for the design of the replacement and upgrades. The Consultant shall document interviews with DEP and Hatchery Staff to identify their requirements and needs. All specific components and essential items of this project scope, which are required by the Client Agency at those meetings, shall be incorporated in the design. The design shall follow all codes and standards applicable.

2. Tank Upgrades:

The Design shall include one new 2000-gallon capacity gasoline above ground storage tank and one new 2000-gallon capacity diesel above ground storage tank. The tanks shall comply with all current rules, regulations, codes, and safety standards. The design shall include overfill prevention valves, clock gauges with alarms, pumps, metered dispensers, nozzles, and hose assemblies for each tank. All required signage will also be included in the construction documents. The design shall include a new or extended concrete pad for a base for the tanks, with bollards at appropriate locations. The electrical supply shall be evaluated and included in the design as required for the new tank installations. The existing tanks shall be removed and properly disposed of.

3. Special Considerations:

The design shall take into consideration all applicable site conditions, policy, procedures, and operation requirements. Timing restrictions, quality compliance, biohazard/sanitation requirements must be confirmed with the site, followed for all site visits, and included in the design and bid documents.

Construction timing and acceptable cross-over timing and durations shall be confirmed and coordinated with the site.

4. Equipment Tests:

Upon completion of the project, and prior to issuance of the Certificate of Approval, the Contractor shall test the new gasoline and diesel fuel tanks and any new piping, making

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adjustments as required. The Consultant shall identify the testing requirements in the specification.

All equipment testing shall be conducted in the presence of the Consultant and designated representatives of the DPMC, Client Agency, and Contractors. The Consultant shall be responsible for the coordination and scheduling of all tests. All test results shall be collected and bound in a manual for reference.

B. 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:

Schematic 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.

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C. 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. 1721 Pequest Trout Hatchery, November 1978, Holley & Johnson –Buchart -Horn INC
- P1205-00 Water Supply Upgrade, August 20, 2020, CP Engineers.

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 estimate the cost of the NJUCC Plan Review by DCA and include that amount in their fee proposal line item entitled "Plan Review and Permit Fee Allowance", refer to paragraph X.A.

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.

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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":

Trevor M. Dittmar, DPMC PO Box 235 Trenton, NJ 08625-0235 Trevor.Dittmar@treas.nj.gov 609-984-5529

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 subcode 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.

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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.

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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, "Plan Review and 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.

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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 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 NJ Uniform Construction Code permit) and include that amount in its 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 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 under the "Permit Phase" column.

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

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XI. 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: Lucy Strakim	09/05/2024
LUCY IBRAHIM, PROJECT MANAGER	DATE
DPMC PROJECT PLANNING & INITIATION	
SOW APPROVED BY: James Wright	9/5/2024
JAMES WRIGHT, MANAGER	DATE
DPMC PROJECT PLANNING & INITIATION	
SOW APPROVED BY:	9/9/2024
JASON FREEBORN, PROJECT MANAGER	DATE
DEPARTMENT OF ENVIRONMENTAL PROTECT	ΓΙΟΝ
SOW APPROVED BY: Quantite M. Barnard	10.11.24
JEANETTE BARNARD, DEPUTY DIRECTOR	DATE
//	DATE
DW PROPERTY MGT & CONSTRUCTION	

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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:

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

XIII. EXHIBITS

- A. SAMPLE PROJECT SCHEDULE FORMAT
- B. PROJECT SITE LOCATION MAP
- C. EXISTING PHOTOS

END OF SCOPE OF WORK

Deliverables Checklist Schematic Design Phase

13.4.2. 13.4.3.	Submission Item A/E Statement of Site Visit Narrative Description of Project	Yes	No				osed
13.4.2. 13.4.3.	Narrative Description of Project			Yes	No	Yes	No
13.4.3.	·						
	B. Halina Contact of constitution Constitution						
12 // //	Building Code Information Questionnaire						
13.4.4.	Space Analysis						
13.4.5.	Special Features						
13.4.6.	Catalog Cuts						
13.4.7.	Site Evaluation						
13.4.8.	Subsurface Investigation						
13.4.9.	Surveys						
13.4.10.	Arts Inclusion						
13.4.11.	Design Rendering						
13.4.12.	Regulatory Approvals						
13.4.13.	Utility Availability						
13.4.14.	Drawings (6 Sets)						
13.4.15.	Specifications (6 Sets)						
13.4.16.	Current Working Estimate/Cost Analysis						
13.4.17.	Project Schedule						
13.4.18.	Formal Presentation						
13.4.19.	Scope of Work Compliance Statement						
13.4.20.	Schematic Design Phase Deliverables Checklist						
S.O.W. Reference	S.O.W. Specific Requirements						
							<u> </u>

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

Deliverables Checklist Design Development Phase

A/E Name:

	Required by S.O.W.		Previously Submitted		Enclosed	
Submission Item	Yes	No	Yes	No	Yes	No
A/E Statement of Site Visit						
Narrative Description of Project						
Building Code Information Questionnaire						
Space Analysis						
Special Features						
Catalog Cuts						
Site Evaluation						
Subsurface Investigation						
Surveys						
Arts Inclusion						
Design Rendering						
Regulatory Approvals						
Utility Availability						
Drawings (6 Sets)						
Specifications (6 Sets)						
Current Working Estimate/Cost Analysis						
Project Schedule						
Formal Presentation						
Plan Review/Scope of Work Compliance Statement						
Design development Phase Deliverables Checklist						
S.O.W. Specific Requirements						
				1		
	A/E Statement of Site Visit Narrative Description of Project Building Code Information Questionnaire Space Analysis Special Features Catalog Cuts Site Evaluation Subsurface Investigation Surveys Arts Inclusion Design Rendering Regulatory Approvals Utility Availability Drawings (6 Sets) Specifications (6 Sets) Current Working Estimate/Cost Analysis Project Schedule Formal Presentation Plan Review/Scope of Work Compliance Statement Design development Phase Deliverables Checklist	Submission Item A/E Statement of Site Visit Narrative Description of Project Building Code Information Questionnaire Space Analysis Special Features Catalog Cuts Site Evaluation Subsurface Investigation Surveys Arts Inclusion Design Rendering Regulatory Approvals Utility Availability Drawings (6 Sets) Specifications (6 Sets) Current Working Estimate/Cost Analysis Project Schedule Formal Presentation Plan Review/Scope of Work Compliance Statement Design development Phase Deliverables Checklist	Submission Item A/E Statement of Site Visit Narrative Description of Project Building Code Information Questionnaire Space Analysis Special Features Catalog Cuts Site Evaluation Subsurface Investigation Surveys Arts Inclusion Design Rendering Regulatory Approvals Utility Availability Drawings (6 Sets) Specifications (6 Sets) Current Working Estimate/Cost Analysis Project Schedule Formal Presentation Plan Review/Scope of Work Compliance Statement Design development Phase Deliverables Checklist	Submission Item Yes No Yes A/E Statement of Site Visit Narrative Description of Project Building Code Information Questionnaire Space Analysis Special Features Catalog Cuts Site Evaluation Subsurface Investigation Surveys Arts Inclusion Design Rendering Regulatory Approvals Utility Availability Drawings (6 Sets) Specifications (6 Sets) Current Working Estimate/Cost Analysis Project Schedule Formal Presentation Plan Review/Scope of Work Compliance Statement Design development Phase Deliverables Checklist	Submission Item Submission Item Yes No Yes No Yes No A/E Statement of Site Visit Narrative Description of Project Building Code Information Questionnaire Space Analysis Special Features Catalog Cuts Site Evaluation Subsurface Investigation Surveys Arts Inclusion Design Rendering Regulatory Approvals Utility Availability Drawings (6 Sets) Specifications (6 Sets) Current Working Estimate/Cost Analysis Project Schedule Formal Presentation Plan Review/Scope of Work Compliance Statement Design development Phase Deliverables Checklist No Ves No Yes No In Plan Review/Scope of Work Compliance Statement Design development Phase Deliverables Checklist	Submission Item Submission Item Yes No Yes No Yes A/E Statement of Site Visit Narrative Description of Project Building Code Information Questionnaire Space Analysis Special Features Catalog Cuts Site Evaluation Subsurface Investigation Surveys Arts Inclusion Design Rendering Regulatory Approvals Utility Availability Drawings (6 Sets) Specifications (6 Sets) Current Working Estimate/Cost Analysis Project Schedule Formal Presentation Plan Review/Scope of Work Compliance Statement Design development Phase Deliverables Checklist Since Vees No Yes No Yes

This checklist shall be completed by the Design Consultant a	nd included as the cover sheet of this submission to
document to the DPMC the status of all the deliverables req	uired by the project specific Scope of Work.
Consultant Signature	 Date

Deliverables Checklist Final Design Phase

A/E Name:

A/E Manual			Required by S.O.W.		Previously Submitted		Enclosed	
Reference	Submission Item	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							
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

Deliverables Checklist Permit Application Phase

A/E Manual		Requi	red by .W.	Previ Subm		Encl	osed
Reference	Submission Item	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	•				1	•

Deliverables Checklist Bidding and Contract Award Phase

A/E Name: _____

A/E Manual		Requi	red by .W.	Previ Subm	-	Enclo	osed
Reference	Submission Item	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						
							<u> </u>
							-
							<u> </u>
	shall be completed by the Design Consultant and he DPMC the status of all the deliverables require						sion to
	Consultant Signature			Date			

Deliverables Checklist Construction Phase

E Manual		Requi	red by .W.		ously nitted	Encl	osed
eference	Submission Item	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. eference	S.O.W. Specific Requirements	•				1	

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.	o

Consultant Signature

Date

Deliverables Checklist Project Close-Out Phase

A/E Manual		Requi	-		ously nitted	Enclo	osed
Reference	Submission Item	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				L		
Reference							

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'

	Description	Rspa	
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Design	u		
CV3001	Schedule/Conduct Predesign/Project Kick-Off Mtg.		
CV3020	Prepare Program Phase Submittal	4	
CV3021	Distribute Program Submittal for Review		
CV3027	Prepare & Submit Project Cost Analysis (DPMC-38)		
CV3022	Review & Approve Program Submittal	*** The state of t	
CV3023	Review & Approve Program Submittal	X	
CV3024	Review & Approve Program Submittal		
CV3025	Consolidate & Return Program Submittal Comments		
CV3030	Prepare Schematic Phase Submittal	V V V V V V V V V V V V V V V V V V V	
CV3031	Distribute Schematic Submittal for Review		
CV3037	Prepare & Submit Project Cost Analysis (DPMC-38)		
CV3032	Review & Approve Schematic Submittal	** ** ** ** ** ** ** ** ** ** ** ** **	
CV3033	Review & Approve Schematic Submittal		
CV3034	Review & Approve Schematic Submittal		
CV3035	Consolidate & Return Schematic Submittal Comment		
CV3040	Prepare Design Development Phase Submittal	YE.	
CV3041	Distribute D. D. Submittal for Review	8 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	
CV3047	Prepare & Submit Project Cost Analysis (DPMC-38)		
CV3042	Review & Approve Design Development Submittal	*** *** *** *** *** *** *** *** *** **	
CV3043	Review & Approve Design Development Submittal		
CV3044	Review & Approve Design Development Submittal	8	
CV3045	Consolidate & Return D.D. Submittal Comments		
CV3050	Prepare Final Design Phase Submittal	A	
CV3051	Distribute Final Design Submittal for Review		
CV3052	Review & Approve Final Design Submittal	V	
CV3053	Review & Approve Final Design Submittal	PR	
CV3054	Review Final Design Submitl for Constructability	\$30	
NOTE		DBCA - TEST Sheet 1 of 3	
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Submit Bidding Cost Analysis (DPMC.38)	CV30S6	Consolidate & Return Final Design Comments	CM											00 100 00 100 00 100 00 100 00 100		- 47 - 15 - 20 - 10 - 20 - 20 - 20 - 20	
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Partial Acquisition	CV3068	Prepare & Submit Bidding Cost Analysis (DPMC-38)	CM														
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Proposed new location for both fuel tanks.



Maintenance Area



EXHIBIT 'B'

Fuel tanks are located within the maintenance area.

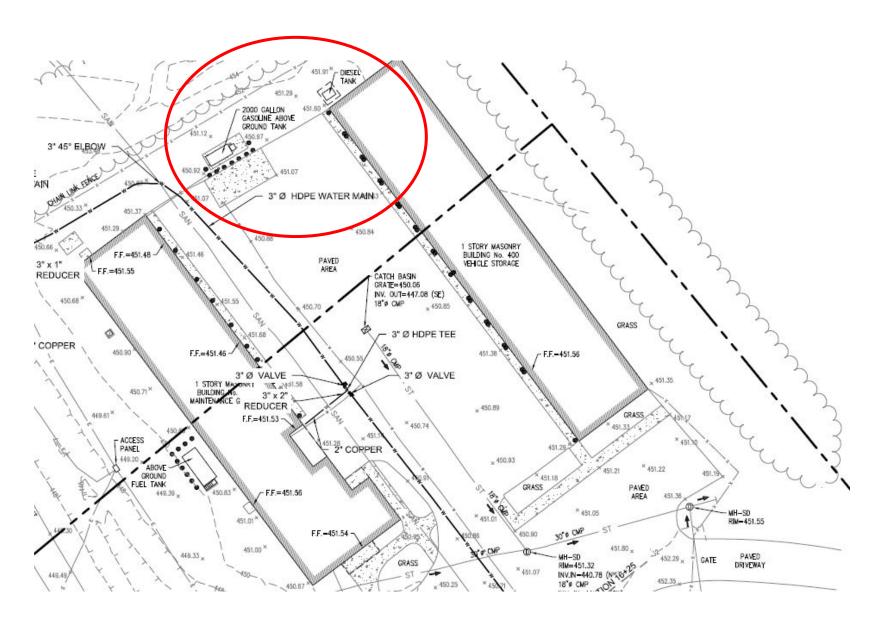


EXHIBIT 'B'



The Existing 2000 gallon gasoline above ground storage tank.

EXHIBIT 'C'



The existing 500 gallon diesel fuel above ground storage tank.

EXHIBIT 'C'