

SCOPE OF WORK

OBA1 Facilities Renovations

Island Beach State Park
Berkeley Township, Ocean County, NJ

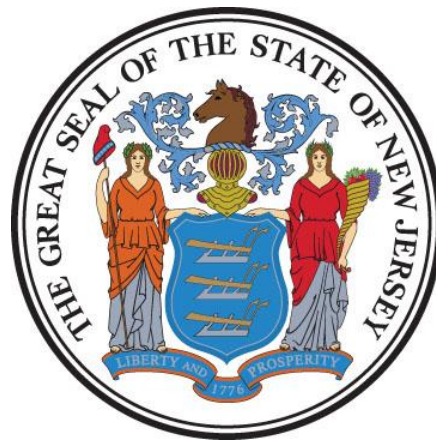
Project No. P1392-00

STATE OF NEW JERSEY

Honorable Mikie Sherrill, Governor

DEPARTMENT OF THE TREASURY

Aaron Binder, State Treasurer



DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Thomas A. Edenbaum, Director

Date: August 4, 2026

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I. OBJECTIVE

The objective of this project is to fully renovate the interior and exterior of the OBA1 (Ocean Bathing Area) facility at Island Beach State Park (IBSP). IBSP is located in Berkley Township in Ocean County.

Interior renovations for the facility will include a modern redesign of the restrooms, changing rooms, first aid office, concession, and breezeway. All interior showers and associated piping, excluding the first aid office shower, will be removed. Exterior renovations will include replacing the brick pavers with an improved semi-pervious surface flooring, the addition of outdoor shower stations, and the roof system replacement. An evaluation will be provided for proper drainage to accommodate the additional outdoor shower stations and the new roof system. ADA/Barrier free upgrades and improvements will be included in the new design.

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):

- **P001 Architecture**

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

- **P002 Electrical Engineering**
- **P004 Plumbing Engineering**
- **P005 Civil Engineering**
- **P007 Structural Engineering**
- **P010 Fire Protection Engineering**
- **P011 Environmental 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 \$1,200,000.

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 \$1,655,000.

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

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

C. CONSULTANT'S FEES

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

IV. PROJECT SCHEDULE

A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE

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

<u>PROJECT PHASE</u>	<u>ESTIMATED DURATION (Calendar Days)</u>
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1. Site Access Approvals & Schedule Design Kick-off Meeting	14
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2. Program Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
3. Schematic Design Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
4. Design Development Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
5. Final Design Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14
6. Final Design Re-Submission to Address Comments	7 (See Note)
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14
7. Permit Application Phase	7
• <i>Issue Plan Release</i>	
8. DCA Submission Plan Review	30
9. Bid Phase	42
10. Award Phase	28
11. Construction Phase	180
12. Project Close Out Phase	30

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

B. CONSULTANT’S PROPOSED DESIGN & CONSTRUCTION SCHEDULE

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

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

PROJECT NAME: OBA1 Facilities Renovation
PROJECT LOCATION: Island Beach State Park, Ocean County
PROJECT NO: P1392-00
DATE: August 4, 2026

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:

OBA1/ North
Island Beach State Park
Shore Rd. Rt. 35 South
Seaside Park, Berkley Township, Ocean County, NJ, 08752

GPS Coordinates: 39.79174° N, -74.09442° W

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

B. PROJECT TEAM MEMBER DIRECTORY

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

1. DPMC Representative

Name: Troylene Ladner, Project Manager
Address: Division of Property Management & Construction
20 West State Street, 3rd Floor
Trenton, NJ 08608-1206
Phone No: (609) 292-5953
E-Mail: Troylene.Ladner@treas.nj.gov

2. Department of Environmental Protection

Name: Albert Stella, Project Manager
Address: Department of Environmental Protection
275 Freehold-Englishtown Road
Englishtown, New Jersey 07726
Phone No: (609) 696-2264
E-Mail: Albert.Stella@dep.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

The New Jersey Department of Environmental Protection (NJDEP) Island Beach State Park (IBSP) opened in 1959 and is located in Berkeley Township in Ocean County. The park is a narrow barrier island, approximately ten (10) miles long, that sits between the Atlantic Ocean and Barnegat Bay (see **EXHIBIT 'B'** Project Location Map). The State Park is one of New Jersey's last significant remnants of a barrier island ecosystem in the state and is also one of the few remaining undeveloped barrier beaches on the north Atlantic coast. With 3,000 acres of sandy beaches, maritime forests, tidal marshes, and sand dunes, the park provides a rich variety of habitats for maritime plants and animals and recreational opportunities for visitors.

The Park is separated into three sections; the Northern Natural Area, the Recreation Zone and the Southern Natural Area. The majority of public activity takes place during the summer months in the Recreation Zone at the OSA-1 and OSA-2 (Ocean Swimming Areas) where both are situated approximately 4 miles south of the Park entrance booth. Each of these recreational areas include the OBA1 and OBA2 (Ocean Bathing Area) pavilions (See **EXHIBIT 'B'** Project Site).

IBSP water system is comprised of both individual wells and a municipal water distribution system. The municipal water system was constructed around 1997 and serves the park facilities from the park entrance south to OSA-2. Details of the NJDEP public water system identification and the water distribution network which is owned and operated by local water company shall be made available to the Consultant.

A new sanitary sewer system with a new sanitary force main was recently installed at IBSP under Project No. P1118-00 to replace the aging septic infrastructure. A Feasibility Study for the new sanitary sewer system was conducted by LAN Associates in 2013 to replace the individual subsurface disposal septic systems originally installed at IBSP in the 1960s. The individual septic systems have reached their life expectancy. Drawings and the Feasibility Study for this project shall be made available to the Consultant.

The public-use facilities, OBA1 and OBA2, have evolved over the years since originally being basic snack concessions to the current bathhouse pavilions with food service area concessions, changing rooms, restrooms, and outdoor showers. Each are similar in construction built in the 1960s; however, amenities vary between the two locations.

B. FUNCTIONAL DESCRIPTION OF THE BUILDING

The OBA1 is a single floor, wood framed building and is approximately 9750-square feet. The bathhouse pavilion was built in the 1970s that includes restrooms, changing rooms, a concession

area with kitchen equipment, a breezeway eating area with natural resources exhibits, first aid office, and exterior showers (See **EXHIBIT ‘D’** OBA1 Layout).

Renovations, roof replacements, plumbing, and other repairs have been provided over the years.. The building, plumbing, and equipment show signs of aging and deterioration. Interior showers were part of the original design of the building; however, the showers are no longer available for use by the public to prevent further plumbing and piping damage to the already aged plumbing system and equipment.

The entire building and breezeway are covered in brick pavers with areas showing flooring damage. There are boardwalks leading over the primary dune to access the beach area on the north and south sides of the grounds. The building has a sloped built-up roof with wood shingles that has reached the end of its useful life. Also, the current roof system has had water pooling during storms. Attached to the roof is weather-related notification and announcement equipment (See **EXHIBIT ‘C’** Photos). The facility’s indoor showers and associated piping throughout the building, except the first aid office shower, will be removed. The exterior shower on the north side and the exterior shower on the south side of the building will be removed and replaced with the addition of two showers at each location. A total of six exterior showers will be made available at the renovated pavilion, three new exterior showers on the north side and three new exterior showers on the south side. The kitchen and concession spaces have commercial kitchen equipment including a walk-in freezer, stove-top, ovens, range hood requiring repair and/or replacement, as available. A UL-300 fire suppression system is needed in the kitchen cooking areas/concession space to meet current standards. In order to expedite the plan and code review and approval of the final design documents, equipment schedules and take-off quantity lists would be beneficial

The facility is connected to the municipality water main and is connected to the new sanitary sewer systems from project no. P1118-00. Electric is provided by the local utility company. Drawings and documents related to the project site shall be supplied to the Consultant for review and to be used as a guide only. The entire building is drained and winterized during off-season and all plumbing shall be designed for easy drainage.

Project site closures or temporary arrangements during construction are at the discretion of the Agency and shall be coordinated with the Agency and/or Project Team. The facility is primarily open from Memorial Day thru Labor Day.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. OBA1 INTERIOR RENOVATION REQUIREMENTS

1. Restrooms/ Changing Rooms

The Consultant shall provide the Design, Construction Administration, Permitting, and Bid/Award Services for the interior renovations at the OBA1 that will include but not limited to:

- Demolition, removal, and replacement of the women's restroom and men's restroom.
- Demolition, removal, and replacement of the women's changing room and men's changing room.
- Demolition and removal of all interior showers and associated piping (the first aid office shower will remain for use).
- Demolition, removal, and replacement of the pipe chase room(s).
- New Electric, wiring, and switch panel equipment w/LED lighting throughout.

The Consultant shall meet and coordinate with DEP, Park Staff, and project team to evaluate, make recommendations, and outline the functional requirements necessary for the interior renovations. The Consultant shall evaluate and provide improvements for the entry and exit traffic flow in the renovated men's/ women's restrooms and separate changing room areas. The Consultant shall provide for the renovated spaces based on ADA/ Barrier Free standards and codes.

Renovations to the restrooms shall include improved ventilation with room exhaust equipment and windows where available. Newly installed windows shall provide optimal natural indoor lighting.

The Consultant shall include the design and specifications for the installation of the new restroom plumbing fixtures to include but not limited to toilets, urinals, sinks, soap dispensers, hand dryers, towel dispensers, trash receptacles, clothing/ towel hooks, infant changing stations, partitions, accessories, etc. All interior surfaces are to be durable, easy to maintain, and sanitize. All equipment and fixtures shall be environmentally friendly, water-saving, and energy efficient. All amenities and equipment shall be designed for contactless/touch-free, motion and/or sensor access for hygiene and wellness promotion where available. All equipment, fixtures, interior finishes, and surfaces shall be Agency and project team approved including the flooring, paint, wet walls, ceiling tile, toilet partitioning, finishes, etc.

The Consultant shall provide the design and specifications for the demolition, removal, and replacement of the interior components of the building, as required. The Consultant shall determine if specialty sizing of the doors or windows is required to meet code and standards for the opening and framing. Door sizes and placement shall be included in the design as required to

meet current barrier free standards. Exterior doors and windows shall be energy efficient and low maintenance. Security & all necessary room door locks shall be included in the design and specifications.

All finish options and equipment shall be presented and incorporated into the design as selected by the DEP design team. The Consultant shall include Agency approved equipment and fixture schedules with quantity take-off quantity lists to expedite the project.

The Consultant shall provide the design and specifications for new energy efficient LED lighting throughout the building's interior. Motion sensor lighting shall be considered where available. The Consultant shall determine and provide the design and specifications for any required electrical upgrades to meet the requirements necessary for the LED lighting.

The Consultant shall adequately size the pipe chase rooms to include restroom fixture piping with plumbing adequately sized with no outside wall plumbing piping, and access for repairs and/or maintenance. Pipe chase rooms shall include the water heater, furnace, and electrical panels. The entire building is drained and winterized during off-season and all plumbing shall be designed for easy drainage. Underground piping shall be repaired, replaced or abandoned as applicable prior to installing the new flooring system.

All associated plumbing, mechanical and electrical equipment shall be included in the design and specifications to meet the current UCC Code. Include all design details and information required for the proper fire stopping for all floor and wall penetrations of building elements (walls, partitions, etc.).

The Consultant shall provide the design for the demolition and safe removal of the facility debris and/or equipment.

2. First Aid Office

The Consultant shall evaluate and provide the design and specifications for the demolition, removal, and replacement of the first aid office interior area and first aid equipment replacement as necessary. The Consultant shall provide the design and specifications for the door replacement with an adequately sized door for office access (see **EXHIBIT 'C'** Photos). The design and specifications shall be ADA/Barrier free compliant. New equipment and office furniture for the First Aid North Office shall be Agency and project team approved.

3. Concession/ Kitchen/ Breezeway

The Consultant shall evaluate and provide the design and specifications for the demolition, removal, and replacement of the Concession, Kitchen, and Breezeway areas.

The Consultant shall provide the design and specifications for the replacement of seating and flooring in the eating area. The design and specifications shall be ADA/Barrier free compliant.

The Consultant shall provide the design and specifications for the removal and replacement of the Concession equipment including the commercial kitchen equipment, stove, range hood, sinks, freezer, office equipment, etc. as necessary. The Consultant shall provide the design and specifications for the kitchen plumbing and piping.

The Consultant shall provide the design and specifications for the safe removal of non-working equipment in the attic crawl space. All equipment shall be removed and properly disposed of. (see **EXHIBIT 'C'** Photos).

B. OBA1 EXTERIOR RENOVATION REQUIREMENTS

The Consultant shall provide the Design, Construction Administration, Permitting, and Bid/Award Services for exterior renovations at OBA1 that will include but not limited to the:

- Demolition and replacement of the exterior brick pavers throughout with a semi-pervious flooring.
- Removal and replacement of the single outdoor shower rinse station on the north and south side of the building.
- Design and installation of (2) additional outdoor foot rinse stations on the north and (2) additional on the south side of the facility.
- Repair and/or replacement of the building façade.
- New LED throughout.
- (2) New water fountains with water bottle filling stations.
- Repair and/or replacement of the rolling overhead doors as necessary.
- Removal and disposal of the roof solar panels.
- Remove and reinstall or replace in similar kind the existing weather notification and the facility announcement system and related equipment.

The renovations shall be based on the requirements of the Department of Environmental Protection (DEP), the Park Staff, and/or the Project Team.

The Consultant shall evaluate and make recommendations for replacing the exterior brick pavers with a semi-pervious type surface. The new surface shall require minimal disruption for below grade piping repairs. All above and below grade utility lines, well water, pumps and supply lines to the structure shall be located, evaluated, and documented. Any necessary improvements and/or soil grading, including building access pathways leading to and around the building's perimeter shall be evaluated and included in the design.

The Consultant shall provide the design and specifications for three outdoor shower stations on the north and three outdoor shower stations on the south side of the facility. The Consultant shall evaluate and make recommendations for the drainage system for the outdoor showers. The existing dry wells shall be considered as part of the drainage recommendations (see **EXHIBIT 'C'** Photos). The Consultant shall provide the design and specifications for the drainage system.

The Consultant shall determine if specialty sizing of the doors or windows is required to meet code and standards for the opening and framing. Door sizes and placement shall be included in the design as required to meet current barrier free standards. Exterior doors and windows shall be energy efficient and low maintenance. Security & all necessary room door locks shall be included in the design and specifications.

The Consultant shall evaluate, recommend and provide the design and specifications for replacing the building's exterior, and fascia with minimal maintenance siding and trim. Materials, finishes, etc. shall be Agency/ Project team approved and coordinated with the appropriate DEP staff.

The Consultant shall identify a feasible location to install two (2) outdoor drinking water fountains with bottle filling stations. The Consultant shall review with the Agency the location of the water fountains and bottle filling stations. The design for the fountains shall be ADA/ Barrier free compliant. The Consultant shall provide the design and specifications for the installation.

The Consultant shall coordinate with the electrical utility company representatives as required for all electric service modifications and/or installation. All fire safety evacuation codes shall be followed as applicable. All equipment replaced shall be removed and disposed of properly.

C. DEMOLITION & REMOVAL

The Consultant shall provide the design for the demolition and safe removal of the interior/exterior debris and equipment. The Design Consultant shall make note of any specialty construction equipment required for the debris removal and disposal. This shall include but not be limited to: installation, maintenance and removal of temporary protection measures, all required pedestrian traffic control measures, limits of removal for existing finishes and fixtures and piping, removal and legal disposal of all demolition items. If any of the walls are to be demolished, the Consultant shall make sure that this does not compromise the structural integrity of the building. If any structural walls are to be demolished, the consultant shall provide a design for supporting the structure. The Consultant shall evaluate and determine the necessary ceiling design for the project. Any ceiling repair or patch-work shall be included in the design.

The Consultant shall also identify all items to be removed and replaced or placed in storage for reinstallation. Any demolition equipment and/or dumpster shall be provided at an Agency approved location.

D. PLUMBING SYSTEM

The Consultant shall evaluate and provide the design and specifications for the facility complete plumbing system. The design shall include all energy-saving equipment with all plumbing and related piping components included in the design. The Consultant shall include the location for all plumbing equipment and associated piping.

Riser diagrams shall be shown for sanitary drain and vent system, hot and cold-water distribution system, and storm drainage system. Separate riser diagrams shall be shown for any fuel oil or gas service. Equipment connections shall be identified on all schematics and riser diagrams. A fixture schedule shall be included in the drawings listing each fixture, description, trap & vent sizes, values, hot and cold-water connection pipe sizes, and space location.

The Consultant shall provide the design, specifications, and installation to add energy efficient water heater(s) based on the facility application. The Consultant shall consider any site factors for the relocation of any equipment. Plumbing, piping and related components shall be of the appropriate piping lines (PVC, copper, etc.) with appropriate insulation, as necessary. The existing plumbing, piping, water boiler and/or water tank shall be removed and properly disposed.

The design, specifications and installation shall follow all codes and standards applicable. The Consultant shall determine all required DEP permits to complete this project.

E. ELECTRICAL/ LIGHTING

The Consultant shall evaluate the building's existing electrical system, panel, and related equipment. The Consultant shall determine if the existing electric panel and related switchgear is sufficient to support the load of the existing and newly installed equipment (First Aid office equipment, Concession, Kitchen equipment, etc.). The Consultant shall provide any necessary design changes to the electrical distribution system including but not limited to additional/replaced supply, panels, conduits wiring, raceways, and receptacles.

The Consultant shall provide the design and specifications for the building's electrical distribution system. The Consultant shall ensure the new electrical distribution system design shall be energy efficient and follow all applicable codes and standards. The Consultant shall include all load calculations required for the new building.

All removed and/or demolished equipment shall be legally disposed.

The Consultant shall determine if any fire alarm modifications are required in any of the renovated spaces. The Consultant shall provide the design and specifications for any modification to the fire alarm system. The Consultant shall provide the design and specifications for electrical upgrades to meet the requirements of any fire alarm upgrades to the building. The Consultant shall provide the design for lighting indicating typical lighting arrangements, LED lighting throughout, types of fixtures, proposed light intensities, emergencies and egress lighting. All lighting and lighting equipment specified shall be energy efficient and have occupancy sensors where applicable. The LED lighting fixtures shall meet current code requirements and support the proposed design. Identify any deficiencies and provide electrical upgrades as necessary for operational needs to ensure safety, reliability, and compliance.

The Consultant shall include in the design documentation coordination with the electrical utility company representatives as required for all electric service installation. The Consultant shall determine all required DEP permits to complete this project.

F. VENTILATION

The Consultant shall evaluate and provide the design and specifications for the facility's ventilation and exhaust system. The Consultant shall evaluate, make recommendations, and provide the design and specifications for the repair and/or replacement of exhaust, vents, windows, skylights and related equipment. The design documentation shall include, but not be limited to, installing ductwork, exhaust fans, electric heat pumps/fans, air distribution grills, louvers, and all other air distribution components.

The Consultant shall include in the design documents the start-up, testing, and commissioning for all installed ventilation equipment to ensure adequate fresh air is supplied to rooms and spaces per code requirements. The drawings and specifications with calculations shall be provided in the design documentation.

All new and replaced systems and related equipment shall be environmentally safe and approved by the DEP project team and facility staff prior to installation as well as by all other official authorities concerned as per all applicable codes.

G. FIRE DETECTION/ FIRE SUPPRESSION

The Consultant shall evaluate and provide the design and specifications for the facility building fire alarm and fire protection system meeting all required codes and standards.

The design documents shall include a fire suppression system meeting the required code for the facility. The Consultant shall determine if any fire alarm modifications are required in any of the renovated spaces. The Consultant shall provide the design and specifications for any modification to the fire alarm system. The Consultant shall provide the design and specifications for electrical upgrades to meet the requirements of any fire alarm upgrades to the building.

The Consultant shall provide the fire suppression system/sprinkler shop drawings to DPMC's Plan Review Unit for approval prior to fabrication and installation of the systems. The Consultant shall provide the fire suppression system design to include, but not be limited to, showing the layout and sizes of the sprinkler piping and locations of all sprinkler heads on the floor plans of the building.

The Consultant shall conduct a water flow test to determine the water pressure and flow for the proposed fire suppression system. The Consultant shall provide a design for the fire pumps if the existing water pressure is not sufficient for the design requirements. The water flow test shall be witnessed by the Fire Protection Engineer and the results/report shall be submitted to the DPMC

Plan Review Unit before the submission of the design drawings.

Include in the construction documents the requirement for the fire suppression system to be tested after installation and completed, as determined by the Consultant/Contractor. Signed and sealed hydraulic calculations, and water pressure data for the fire suppression sprinkler system shall be submitted to the DPMC Plan Review Unit.

The Consultant shall determine all required DEP permits to complete this project.

H. ROOF SYSTEM DESIGN REQUIREMENTS

1. New System Design Criteria

The Consultant shall provide the Design, Construction Administration, Permitting and Bid/Award services to demolish and replace the existing built-up roof system with a new roof system and related components for OBA1 facility. The Consultant shall provide for the removal and disposal of the solar panels and its related components.

The Consultant shall recommend and provide the design and specifications for the roof system run-off drainage. Reports of water pooling have been reported during storms. New piping shall be provided based on recommendations for the appropriate drainage. The existing dry well shall be considered as part of the design recommendations for the roof drainage (see **EXHIBIT 'C'** Photos).

The design shall include the replacement and installation of all flashings, gutters, leaders, downspouts, etc. All valleys shall be constructed with new open-valley flashing. Review all roof mounted equipment or features including roof exhausts, plumbing vents, antennas, satellite dishes, electrical connections or devices and any other roof related materials and provide for the removal and/or replacement per client request or reinstallation of those items in the design documents.

The design documents shall specify that the new roofing work must be protected and the building made watertight at the completion of each day's work.

The design documents shall address the new roof system or product manufacturer's installation criteria, such as cleaning and priming, occupancy of the building, access to the building roof and security issues. The manufacturer of the roofing system shall have no less than five (5) years' successful experience in producing the materials required for this project.

The new roof system shall be in accordance with the latest adopted version ASHRAE energy codes and energy standards. The roof system shall follow the "Factory Mutual Research Corp" (FMRC) standards and must meet all requirements of Factory Mutual I-90 classification for wind uplift.

Design documents shall also address all State, Federal and Local regulations regarding safety equipment, such as scaffolding and ladders, handling of materials such as sealants and storage.

Design documents shall address surface preparation prior to any sealant application. All moveable fixtures and appurtenances must be removed to ensure thorough preparation and application to surfaces and replaced upon completion. Adjacent surfaces, such as windows, must be protected from drips and splatters.

Membrane, flashing, adhesive and all materials shall be the single product of a standard manufacturer. New roofing materials, with less than 5 years of successful application in the field, will not be accepted for this project.

2. Roof System Removal

The Consultant shall provide the design and specifications for the removal and safe disposal of The roof system and all old roofing system components including solar panels and related equipment. The design shall include the removal and disposal of the roofing system, flashings, fascia, gutters, vents, leaders, and downspouts.

Remove all roof mounted equipment or features including antennas, satellite dishes, conduit, electrical connections, and any other roof mounted components, as part of this project. Note, the removed items will be replaced per client request or reinstallation of those items in the design documents.

Design documents shall identify all requirements for safety devices, chutes and/or cranes for roof material removal, dumpster location, protection from exposure to the weather, protection of property and personnel, building access routes and circulation patterns, contractor use of the premises, parking, security procedures, equipment and materials storage, waste disposal, etc. To minimize disruption to unexcavated areas and enhance the protection of fragile underground utilities, ground mats are to be used if heavy equipment (cranes, tractor trailers, dumpsters etc...) is expected to travel over or operate from unpaved areas.

3. Construction Canopy

The Consultant shall provide a temporary canopy that will prevent roofing materials, construction tools and equipment, dirt and debris, solvents, sealants, bonding adhesives, etc. from injuring personnel using the public access areas of the building.

The removal of the existing roof systems shall be coordinated with the installation of the new roof to prevent exposure to weather conditions and potential water infiltration into the buildings.

4. Roof Drainage

Roof drains shall be tested by the A/E prior to and after the installation of the new roof by the contractor to determine functionality. The Consultants shall test roof drains using a 3/4" hose flowing for 30 minutes. The contractor shall perform the same test prior to starting roof removal and upon completion. Clogged roof drains shall be cleared. All drains shall be removed and reset or repositioned so that the drain is below the roof membrane surface. Provide interior cleaning, repair, replacement and additional drains as required and ensure that drainage water will be carried away from the building foundations, footings, lanes, sidewalks and driveways. Investigate the abandonment of leaking interior drain lines and/or replace as necessary. Install new interior lines where access is impossible for repairs and/or replacement.

The Consultant's shall recommend and provide the design and specifications for the installation of the run-off drainage.

5. Roof System Requirements

The Contractor shall supply only a U.L. Class "A" fire rated roofing system.

6. Insulation

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

Flat roofs shall be avoided by using tapered insulation or another method to promote positive drainage to the roof drains. Incorporate a roof design that shall slope a minimum of 1/4" per foot (1/2" per foot preferred).

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

7. Gutters, Leaders, and Fascia

The Consultant shall replace all roof gutters, leaders and repair or replace fascia as necessary.

8. Flashing

Where necessary, all rooftop HVAC curbing, pipe supports, pipe vents and other roof penetrations must have new flashing installed as part of this project.

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

9. Structural Calculations

If the roofing system and/or related components are not a replacement in kind, then the Consultant shall submit a signed and sealed letter or calculations to the DPMC Design and Code Review Unit Manager verifying that the existing roof structure can support all loads of the new roofing system and components per current code requirements or the consultant may submit calculations of the new load as compared to the existing (old) load in order to prove the structure is sufficient.

10. Night Seals

Specify in the design documents that only as much roofing material and flashing as can be made weather tight shall be installed each day. Install temporary watertight night seals around all exposed edges of the roofing assembly at the end of each work day and when work must be postponed due to inclement weather.

11. Fire Protection Program

Address fire protection requirements during the demolition and installation of the roofing system. Language shall be included that states that open flames such as propane torches, kettles, flame cutting, and welding cannot be used on the construction site until a fire watch program has been submitted by the Contractor and approved by the Consultant and Project Team members. The facility safety officer and fire protection personnel are notified of the work to be done through this process. The facility will not perform a fire watch.

If hot work is needed, the Contractor is required to obtain and conform to the requirements of a hot work permit.

The Contractor must contact the New Jersey Division of Fire Safety (DFS) to obtain a hot work permit for the duration of this Project as required by N.J.A.C. 5:70-2.7.

The Contractor shall submit a copy of the DFS Hot Work Permit for the building prior to commencing the hot work. The Contractor will also need to obtain a daily hot work permit from the Facility, as required by the currently adopted version of the International Fire Code, New Jersey Edition, Chapter 29 and by the State's Insurance Carrier. There is no fee for this Permit.

12. Allowable Roof System Installation

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

13. Unit Prices

If the total amount or quantity of repair work cannot be determined for a roof related item by the

roof inspection process, then the Consultant shall include a “Unit Price” Section in Division 1 of the specification for that item. Items may include deteriorated fascia, plywood sheathing, wood blocking or curbing, vapor barriers, underground drains, etc.

14. Warranty

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

I. SITE SPECIFIC REQUIREMENTS

1. Material Staging

Construction documents shall include an Agency approved staging area by the Project Team. The project site plan shall indicate the location where the contractor can store materials, tools, and equipment.

2. Demolition

The Design Consultant shall identify and provide the design and specifications for the identified demolition and safe removal of the identified debris while maintaining the structural integrity, security, and weather protection of the building.

The Design Consultant shall make note of any specialty construction equipment required for the demolition and safe removal of the building and any associated equipment.

3. Dumpster & Debris

If a dumpster is required, the location shall be shown on the site plan in an area approved by the Client Agency. The frequency of debris removal shall be identified in the design specification.

J. SPECIAL CONSIDERATIONS

1. Security

Include any special security requirements or policies published by the Client Agency in Division 1 of the specification.

2. Hours of Work

Identify the approved construction work hours for this project in Division 1 of the specification. Special hours required to install the internal roof drains in the building shall be identified if required. Additional construction hours during the day or weekends will be allowed if the

Contractor obtains prior approval from the Project Team members. No work is permitted on weekends or State holidays. The facility allows for work to be performed between 7 AM and 3:30 PM. If additional hours of work are allowed, it will be at no added cost to the contract.

3. Storage Trailer(s)

The contractor may provide a storage trailer and meeting room at the construction site if required for the project and in an area approved by the Client Agency.

4. Temporary Employee Trailer(s)

Employees will have to be relocated to temporary office trailer(s) during construction. Trailer(s) shall be programmed to facilitate the park office operation and provide all required utilities including: computer terminals, telephones, heating and air conditioning. The Consultant shall determine if the connection of temporary trailer(s) to existing sanitary system is feasible. If not, temporary toilets facilities shall be provided for the Visitor's Center staff as part of this project design.

5. Material Staging

The Client Agency shall approve the construction material staging area and the location shall be shown on the project site plan.

6. Material Protection

All stored roofing materials and/or other roofing components shall be protected from the elements and moisture with plastic sheet covers or other approved materials.

7. Material Safety Data Sheets (MSDS)

Specify in the contract documents that the Contractor shall provide material safety data sheets on site for all roofing materials used such as sealants, bonding adhesives, solvents, bitumen, etc.

8. Fire Extinguishers

Design documents shall require the Contractor to make provisions for stand-by portable fire extinguishers of proper size and type. They shall be located on the roof and/or near any source of open flame or spark and all employees shall be trained in their proper use.

9. Fencing

All security fencing that is required around the construction site or elements of the site such as

storage trailers, construction materials, buildings, equipment, etc. shall be identified on the design drawings where appropriate.

10. Existing Equipment Removal & Replacement

Identify on the design drawings any existing equipment and materials that must be removed to install any component of the new roofing system such as lights, security cameras, antennas, piping, conduit, etc. and include details indicating the approved methods of reattachment.

11. Daily Cleanup Requirements

Contractor to inspect work area daily for cleanup of miscellaneous debris. Include a magnet sweep of entire work area at end of each day.

12. Debris Safety

Measures should be taken to protect staff and residents from any material or debris that might fall off the roof onto roadways or sidewalks.

K. HAZARDOUS BUILDING MATERIALS

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

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

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

Consultant shall estimate the cost of hazardous materials sample collection, testing, analysis and preparation of the Hazardous Materials Survey Report and include that amount in the fee

proposal line item entitled “**Hazardous Materials Testing and Report Allowance,**” refer to paragraph XIII.B.

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

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

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

There shall be no “mark-up” of sub-consultant or subcontractor fees if sub-consultants or subcontractors are engaged to perform any of the work defined in paragraph VII.K “**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.

L. 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:

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

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.

M. 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. P0715-00 Rehabilitation of the Bathhouse Ocean Bathing Area no. 1, 05/29/1997, Helena Ruman Architects
- DBC No. P0694-00 Partial Roof Replacement OBA-1 Bath House #1 Island Beach State Park, 5-1-02.
- DBC No. P0732: New Municipal Water System Island Beach State Park, December 1, 1995, D.W. Smith Associates, P.A.
- DBC No. P0799-90 Rehabilitation of the Bath House Ocean Bathing Area No. 1; Island Beach State Park, NJ, 7-10-97, F. Fernandez, AIA
- Project No. P0858-00 Replacement of Boardwalk Ramps; Ocean Bathing Area One; Island Beach State Park, 4/2/01, Ronald A. Sebring, Associates, LLC.
- Project No. P1118-00 New Sanitary Sewer Island Beach State Park, As-Builts 5/31/2024, LAN Associates
- Sanitary Sewer Feasibility Study at IBSP, February 22, 2013, LAN Associates

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

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

VIII. PERMITS & APPROVALS

A. NJ UNIFORM CONSTRUCTION CODE PERMIT

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

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

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

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

The following information should be provided for the permit application and technical sections to be submitted:

Ownership in Fee:

Department of Environmental Protection
501 East State Street
Trenton, 08625

Proposed work site:

Island Beach State Park-Bath House North, Ocean County

Work site location:

Island Beach State Park
Central Avenue, Berkeley Twp. 08721
Ocean County
Block 1750 Lot 1

The county MUST be listed in the address.

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

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

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

1. Prior Approval Certification Letters

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

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

2. Multi-building or Multi-site Permits

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

3. Special Inspections

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

Bulletin 03-5 can be found at:

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

a. Definition

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

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

b. Responsibilities

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

B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS

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

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

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

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

IX. BIDDING AND CONTRACT AWARD RESPONSIBILITIES

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

X. CONSTRUCTION ADMINISTRATION RESPONSIBILITIES

The A/E and their sub-consultants shall, unless otherwise specified in the project specific Scope of Work, provide site administration during the construction of the project. The services required of such site administration shall include, but shall not be limited to, attend and chair the pre-

construction meeting, conduct weekly field observations, attend and chair regularly scheduled bi-weekly job meetings, review/approve shop drawings, submittals, and respond to RFI's. The Consultant shall refer to the DPMC "Procedures for Architects and Engineers Manual", Paragraph "18. CONSTRUCTION PHASE" for all construction administration requirements available at <https://www.nj.gov/treasury/dpmc/Assets/Files/ProceduresforArchitectsandEngineers.pdf>.

XI. PROJECT CLOSE-OUT PHASE

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

XII. ENERGY REBATE AND INCENTIVE PROGRAMS

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

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

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

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

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

XIII. ALLOWANCES

A. PERMIT FEE ALLOWANCE

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

1. Permits

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

3. Permit Costs

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

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

4. 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.

5. Consultant Fee

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

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

B. HAZARDOUS MATERIALS TESTING AND REPORT ALLOWANCE

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

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

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

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

C. HAZARDOUS MATERIALS ABATEMENT DESIGN ALLOWANCE

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

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

D. HAZARDOUS MATERIALS CONSTRUCTION ADMINISTRATION ALLOWANCE

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

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

PROJECT NAME: OBA1 Facilities Renovation
PROJECT LOCATION: Island Beach State Park, Ocean County
PROJECT NO: P1392-00
DATE: August 4, 2026

XIV. SOW SIGNATURE APPROVAL SHEET

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

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

SOW PREPARED BY: Alison F. Gottlieb 8/4/2026
ALISON F. GOTTLIEB, PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 8/4/2026
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Albert Stella 8/14/2026
ALBERT STELLA, PROJECT MANAGER DATE
DEPARTMENT OF ENVIRONMENTAL PROTECTION

SOW APPROVED BY: Troylene Ladner 8-14-2026
TROYLENE LADNER, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Jeanette M. Barnard 9.16.26
JEANETTE M. BARNARD, DEPUTY DIRECTOR DATE
DIV PROPERTY MGT & CONSTRUCTION

XV. CONTRACT DELIVERABLES

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

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

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

PROGRAM PHASE;

SCHEMATIC DESIGN PHASE;

DESIGN DEVELOPMENT PHASE;

FINAL DESIGN PHASE;

PERMIT APPLICATION PHASE;

BIDDING AND CONTRACT AWARD;

CONSTRUCTION PHASE; and

PROJECT CLOSE-OUT PHASE

XVI. EXHIBITS

- A. SAMPLE PROJECT SCHEDULE FORMAT**
- B. PROJECT SITE LOCATION MAP**
- C. PHOTOS**
- D. FACILITY LAYOUT**

END OF SCOPE OF WORK

Deliverables Checklist Program Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
12.3.1.	A/E Statement of Site Visit						
12.3.2.	Narrative Description of Project						
12.3.3.	Building Code Information Questionnaire						
12.3.4.	Space Analysis						
12.3.5.	Special Features						
12.3.6.	Catalog Cuts						
12.3.7.	Site Evaluation						
12.3.8.	Subsurface Investigation						
12.3.9.	Surveys						
12.3.10.	Fine Arts Inclusion						
12.3.11.	Design Rendering						
12.3.12.	Regulatory Approvals						
12.3.13.	Utility Availability						
12.3.14.	Diagrammatic Sketches/Drawings (6 Sets)						
12.3.15.	Specifications (6 Sets)						
12.3.16.	Current Working Estimate/Cost Analysis in CSI Format						
12.3.17.	Project Schedule						
12.3.18.	Formal Presentation						
12.3.19.	Scope of Work Compliance Statement						
12.3.20.	Program 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 Schematic 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
13.4.1.	A/E Statement of Site Visit						
13.4.2.	Narrative Description of Project						
13.4.3.	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 in CSI Format						
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						

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

Consultant Signature

Date

Deliverables Checklist Design Development Phase

A/E Name: _____

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

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

Consultant Signature

Date

Deliverables Checklist Final Design Phase

A/E Name: _____

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

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

Consultant Signature

Date

[illegible]

Date

[illegible]

Date

A/E Name: _____

[illegible]

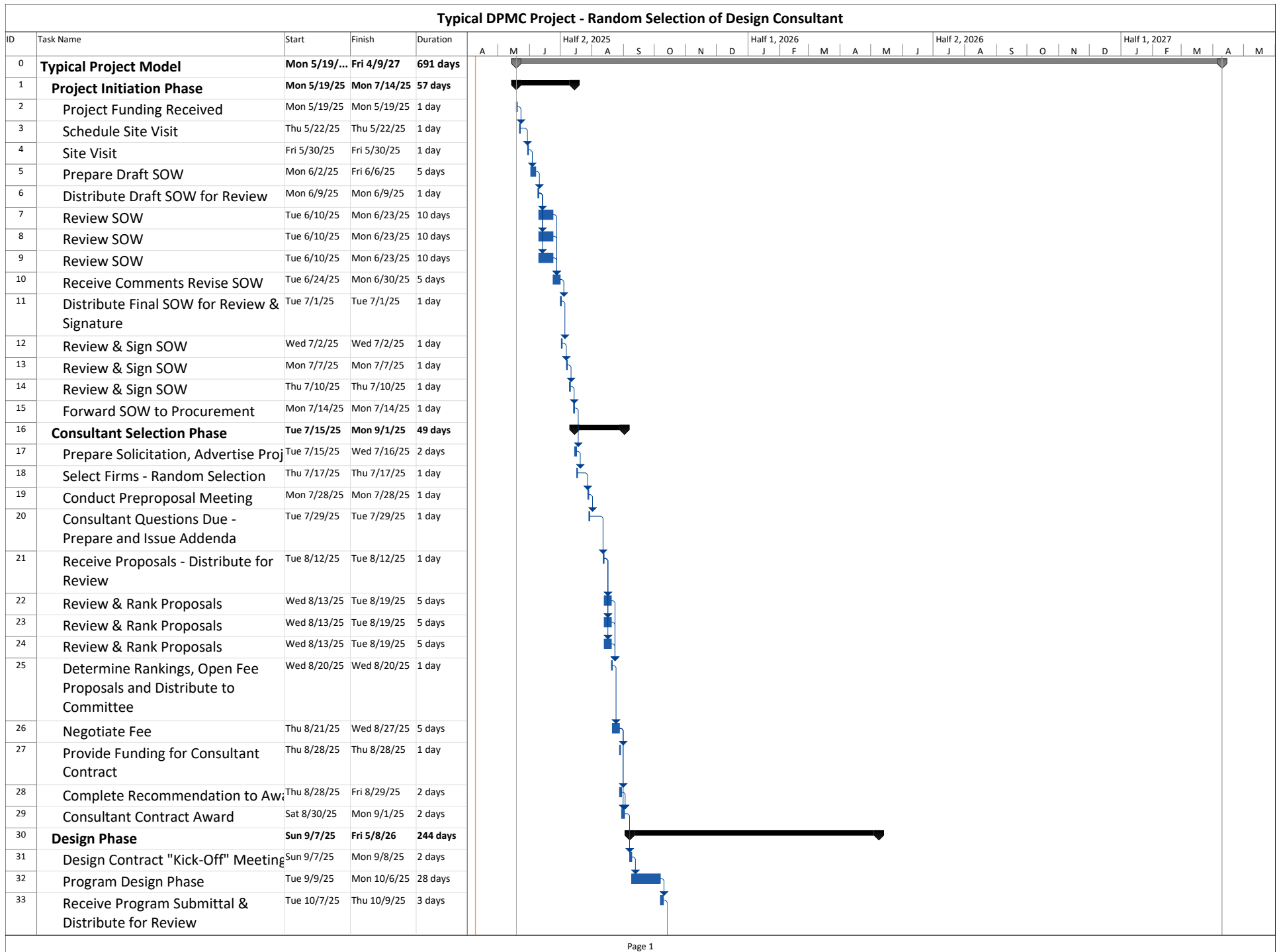
This checklist shall be completed by the Design Consultant and included as the cover sheet of this submission to document to the DPMC the status of all the deliverables required by the project specific Scope of Work.

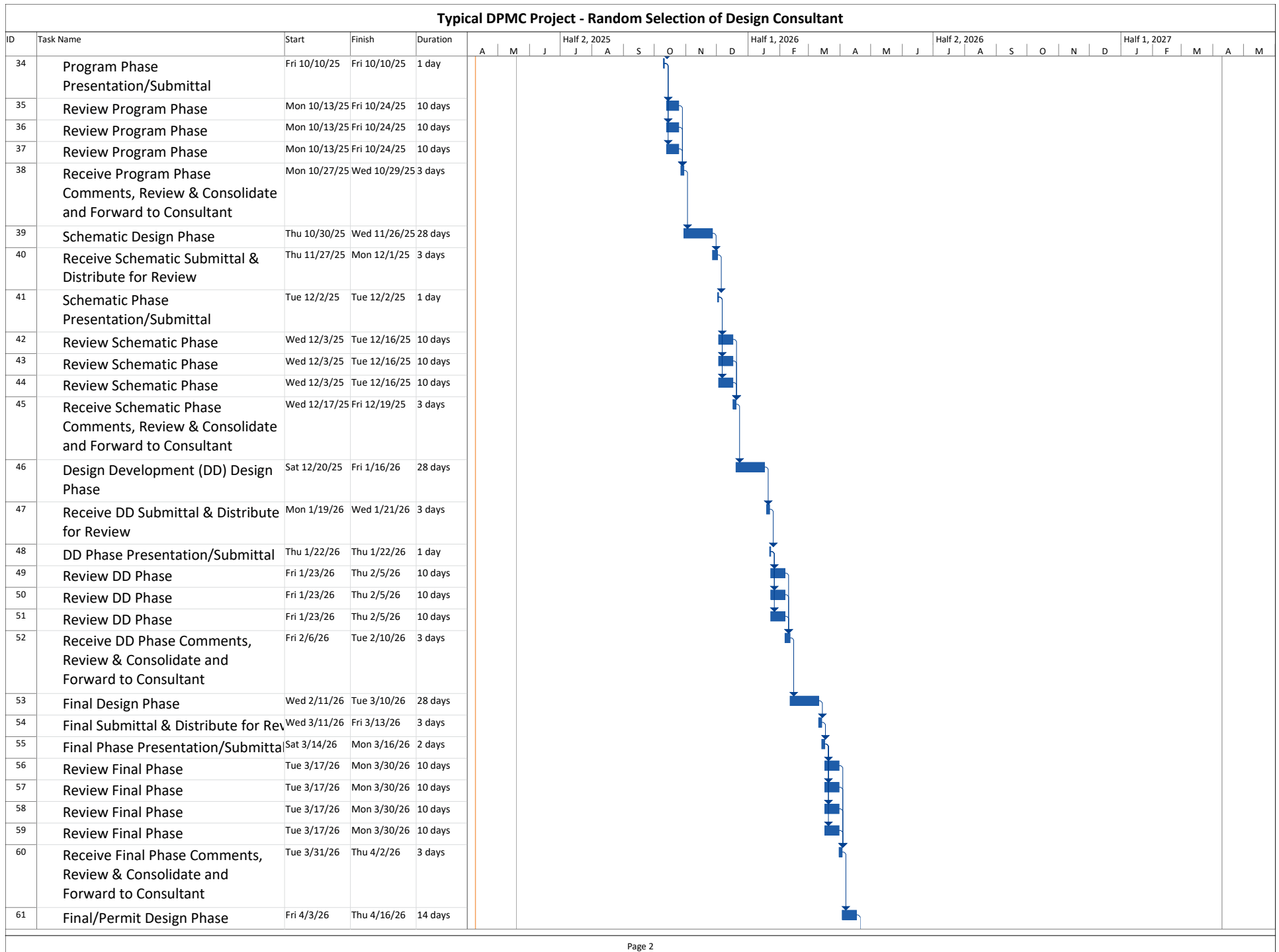
Consultant Signature

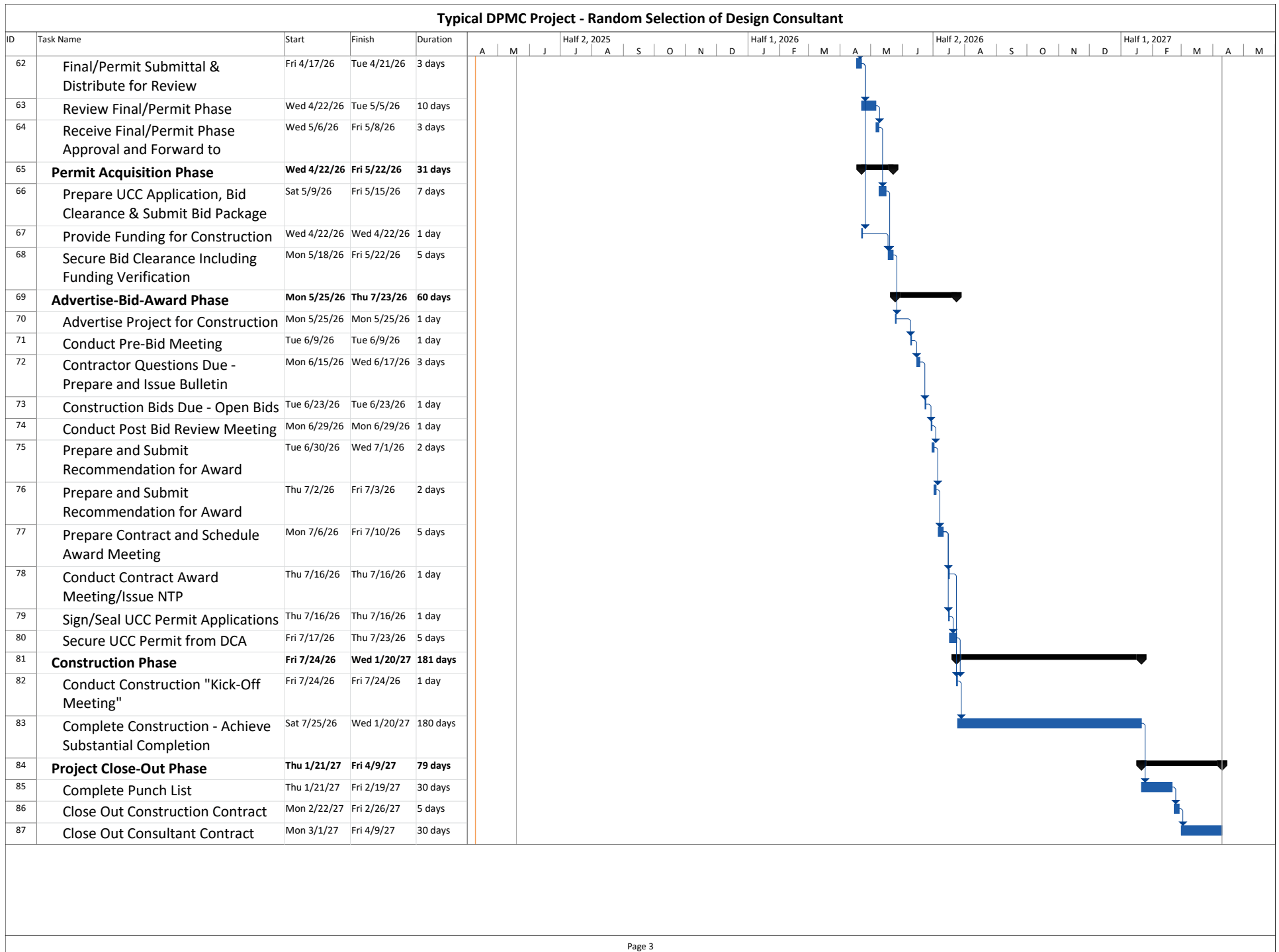
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Date _____







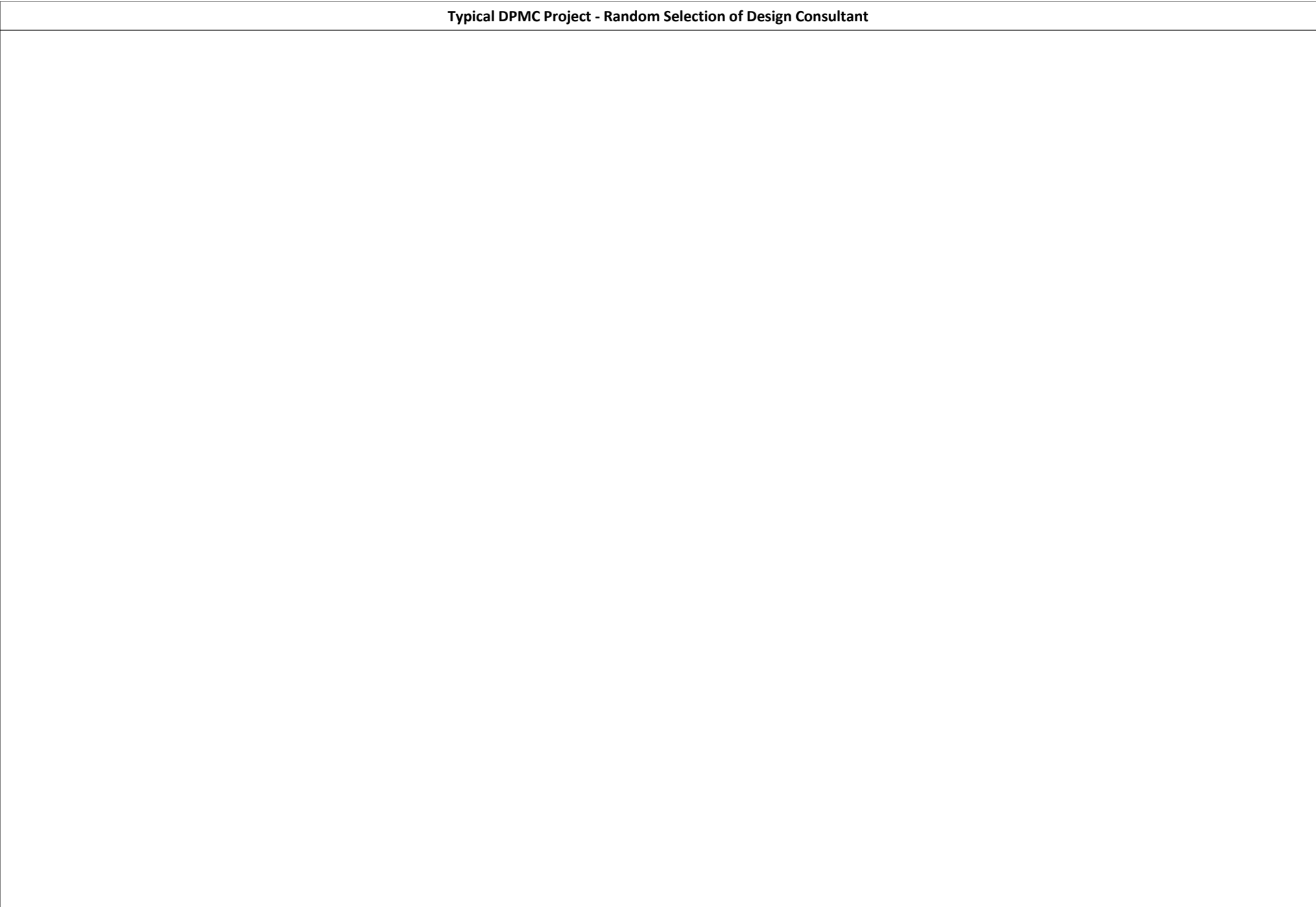
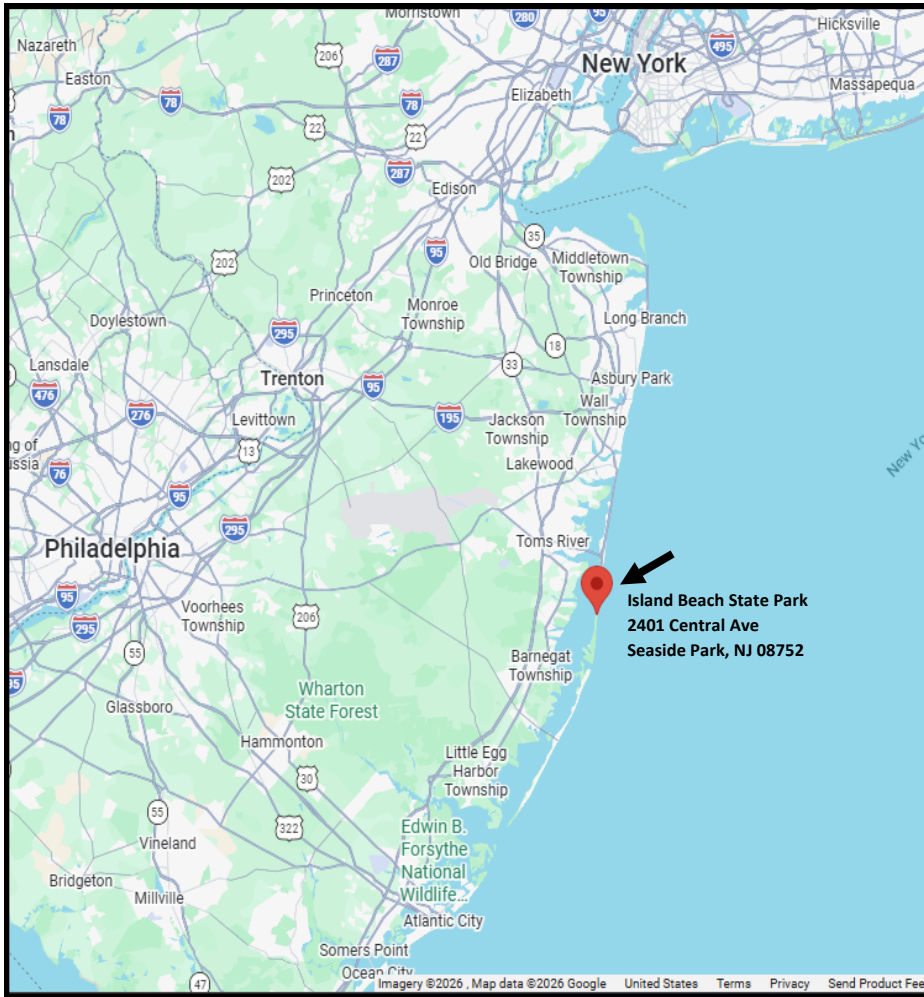
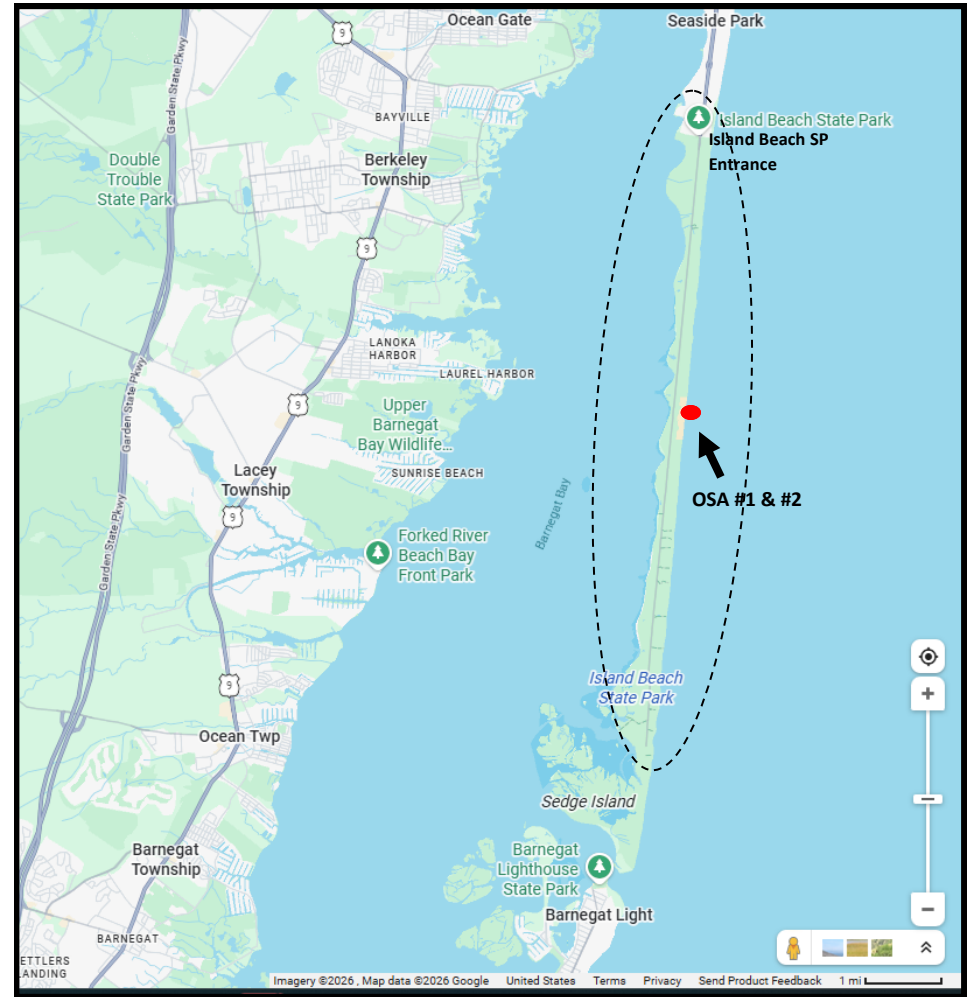


EXHIBIT 'A'

Ocean Beach Access #1 Facilities Renovation



Project Site Location Map



Project Location Map

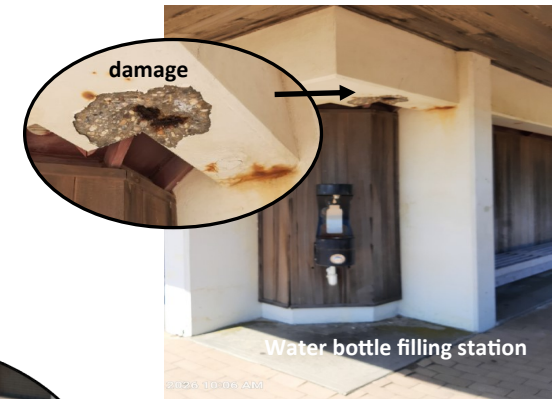
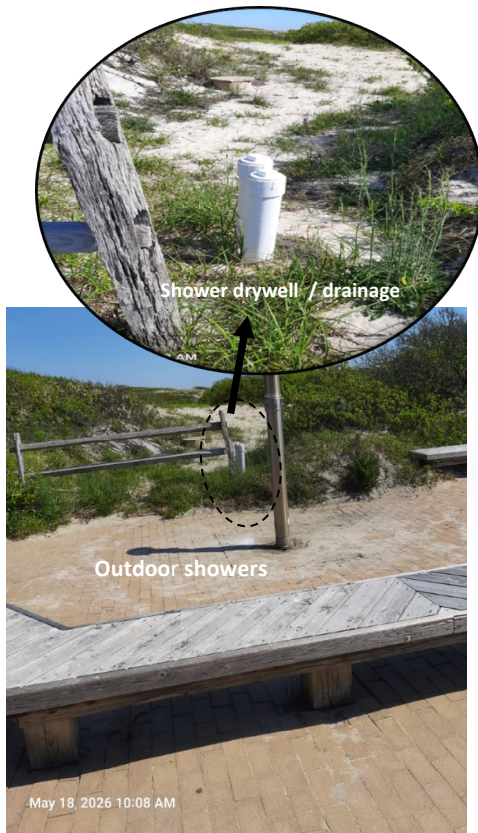
Island Beach State Park **EXHIBIT 'B'**

Ocean Beach Access #1 Facilities Renovation



Project Site
Island Beach State Park
EXHIBIT 'B'

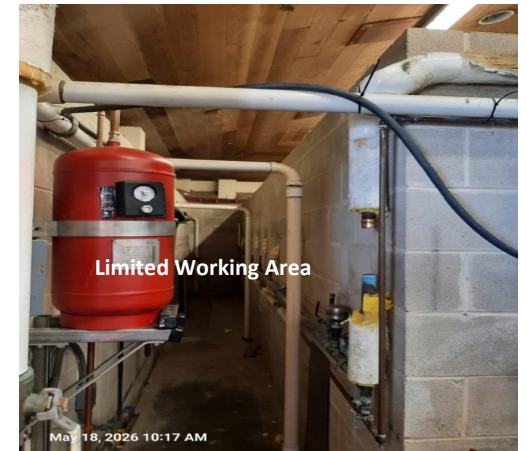
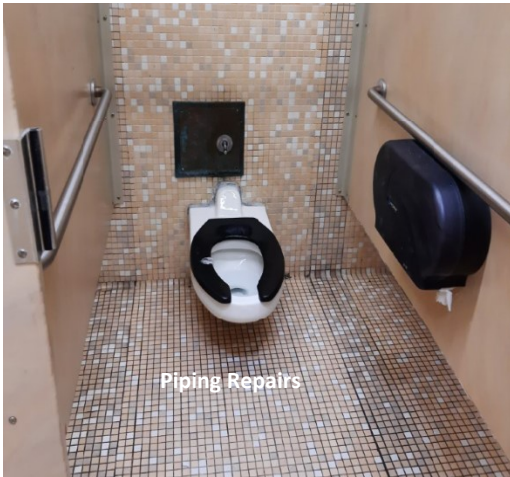
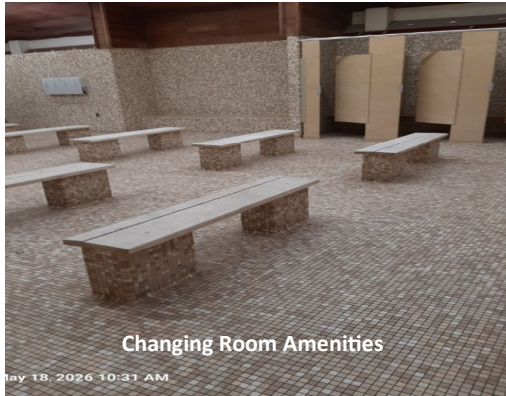
Ocean Beach Access #1 Facilities Renovation



Photos Island Beach State Park **EXHIBIT 'C'**

Ocean Beach Access #1 Facilities Renovation

Restrooms, Changing Area, Pipe Chase Room



Photos
Island Beach State Park
EXHIBIT 'C'

Ocean Beach Access #1 Facilities Renovation

Concession/ Kitchen, Breezeway



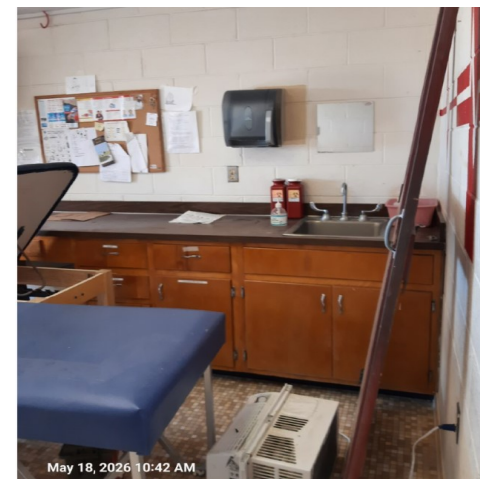
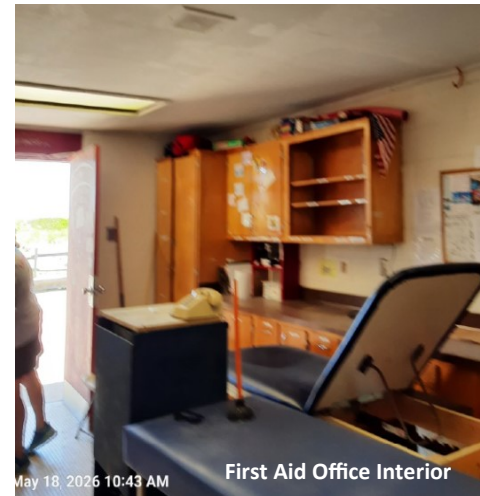
Photos

Island Beach State Park

EXHIBIT 'C'

Ocean Beach Access #1 Facilities Renovation

First Aid Office North



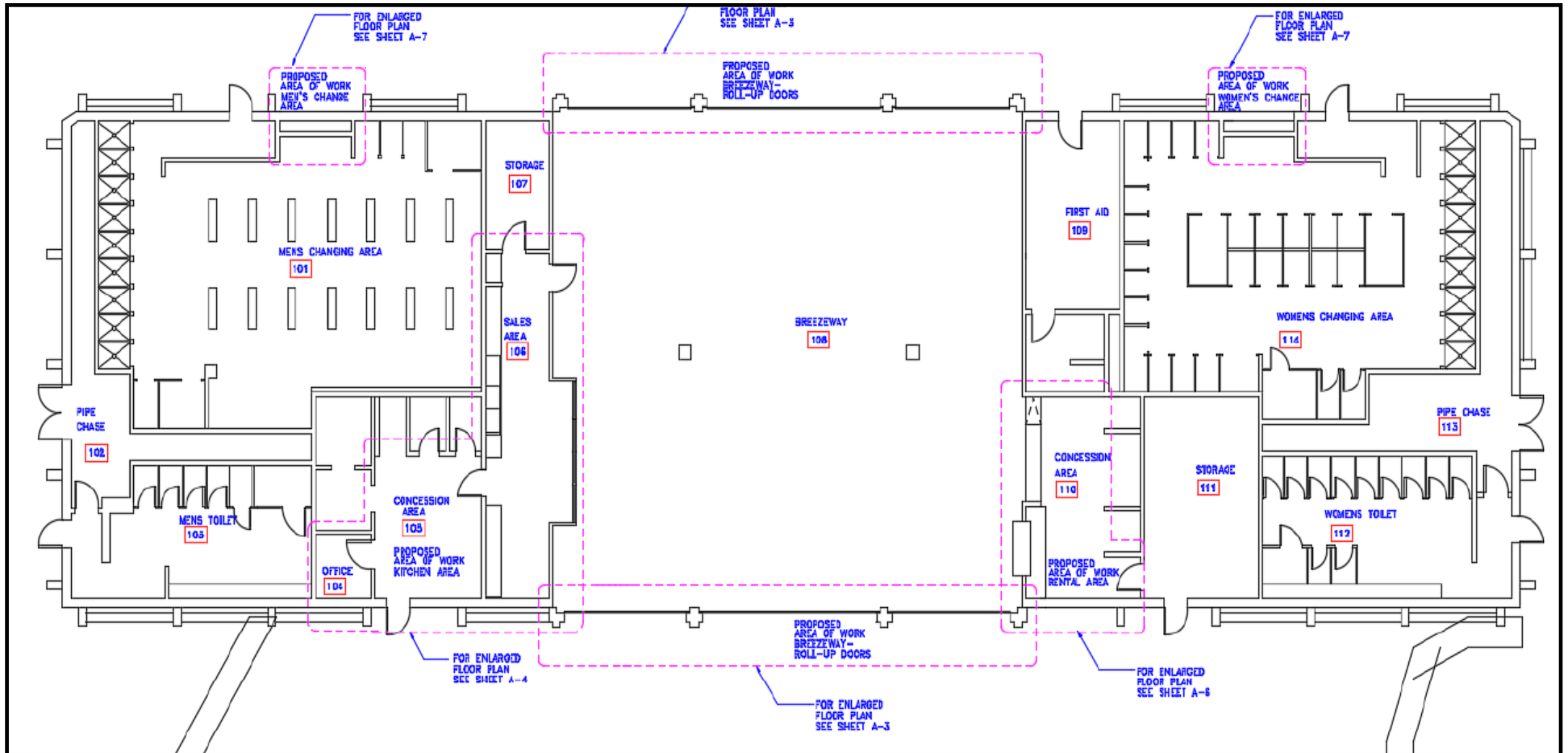
Photos

Island Beach State Park

EXHIBIT 'C'

OBA1 Layout

*For Informational use & to be used as a guide only



Facility Layout Island Beach State Park **EXHIBIT 'D'**