SCOPE OF WORK

New Restroom Pakim Pond

Brenden T. Byrne State Forest
Route 72 (MM no. 1)
New Lisbon, Burlington, NJ

Project No. P1398-00

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

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I. OBJECTIVE

The objective of this project is to demolish and construct a new restroom within the same footprint in the Pakim Pond Day Use Area. The restroom building serves the outdoor recreational and day-use area for visitors to the Brendan T. Byrne State Forest. The region is in Burlington County and managed by the New Jersey Department of Environmental (NJDEP) State Parks, Forests & Historic Sites.

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**
- **P003 HVAC Engineering**
- **P004 Plumbing Engineering**
- **P005 Civil Engineering**
- **P006 Sanitary Engineering**
- **P007 Structural Engineering**
- **P011 Environmental Engineering**
- **P024 Barrier Free/ADA Design**
- **P025 Estimating/ Cost Analysis**
- **P037 Asbestos Design**
- **P038 Asbestos Safety Control Monitoring**
- **P065 Lead Paint Evaluation**

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 $1,500,000.

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 $2,196,000.

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.

PROJECT PHASE	ESTIMATED DURATION (Calendar Days)
1. Site Access Approvals & Schedule Design Kick-off Meeting	**14**

2. Schematic Design Phase	**42**
• *Project Team & DPMC Plan/Code Unit Review & Comment*	14
3. Design Development Phase	**42**
• *Project Team & DPMC Plan/Code Unit Review & Comment*	14
4. Final Design Phase	**42**
• *Project Team & DPMC Plan/Code Unit Review & Approval*	14
5. Final Design Re-Submission to Address Comments	**7 (See Note)**
• *Project Team & DPMC Plan/Code Unit Review & Approval*	14
6. DCA Submission Plan Review	**30**
7. Permit Application Phase	**7**
• *Issue Plan Release*	
8. Bid Phase	**42**
9. Award Phase	**28**
10. Construction Phase	**120**
11. Project Close Out Phase	**30**

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

B. CONSULTANT'S PROPOSED DESIGN & CONSTRUCTION SCHEDULE

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

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

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

V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The location of the project site is:

Brenden T. Byrne State Forest
Mile Marker No. 1
Highway Route 72 East
New Lisbon, Burlington County, NJ 08064

GPS Coordinates: 39.89512842°N, -74.57468566°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:	Robert Tampellini, Project Manager
Address:	Division of Property Management & Construction 20 West State Street, 3rd Floor Trenton, NJ 08608-1206
Phone No:	(609) 633-7069
E-Mail:	Robert.Tampellini@treas.nj.gov

2. Department of Environmental Protection

Name:	Daniel Speakman, Project Manager
Address:	Department of Environmental Protection 275 Freehold-Englishtown Road Englishtown, New Jersey 07726
Phone No:	(609) 442-6225
E-Mail:	Daniel.Speakman@dep.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

Brendan T. Byrne State Forest, formerly known as Lebanon State Forest after the Lebanon Glassworks factory, is in the northern part of the New Jersey Pinelands near State Road 70 and Highway Route 72 East (See **EXHIBIT 'B'** Project Site Location Map). The park later was named after the former governor of New Jersey, Brendan Byrne, also the signatory of the Pinelands National Reserve Pinelands Preservation Act of 1979.

The New Jersey State Parks, Forests & Historic Sites manage the 34,72-acres at Byrne State Forest. Stretching through parts of Ocean and Burlington Counties, the Pinelands area is known for its carnivorous plants and diverse wildlife of pine, oak, and cedar forest. The publicly managed state park is used by visitors for hiking, biking, bird watching, and other year-round outdoor recreational activities. Pakim Pond, one of the few lakes in the park, offers boating and fishing with a day-use picnic area that features a covered pavilion, gazebos, and restroom amenities (See **EXHIBIT 'B'** Project Location Map).

B. FUNCTIONAL DESCRIPTION OF THE BUILDING

The Pakim Pond restroom building is approximately 616 sq.ft. and is constructed with wood-framing and an inverted roof mounted to a concrete slab (see **EXHIBIT 'C'** Photos). The single-story building was constructed in the early 1970s, lacks the current Barrier free/ADA standards, and has aged. The NJDEP State Park Service is looking to demolish the existing restroom and replace it with a new code Barrier free/ADA compliant restroom building on the same footprint.

The single-floor building is divided into four (4) sections. The men's restroom, women's restroom, and laundry room are in the building front. A mechanical room and supply closet are in a shared room at the rear of the building. The mechanical room includes a slop sink, piping, and electric switch gear. Each restroom contains toilets, urinals (men's), hand sinks, tile floors, tile over drywall walls, lighting, and power outlets. There are no showers in this park restroom building.

The building has electricity, plumbing, an underground septic system, and above ground propane fuel tanks. The electricity is powered by a nearby above ground transformer and a water well supplies water to the building. The propane fuel tanks heat the building and will be decommissioned and removed. The newly constructed building will be open for year-round usage supplied by electric heat, as preferred by the DEP. The option of having hot water for the new building will be reviewed. All utilities will be evaluated and upgraded to meet the needs of the new building and equipment. Available drawings for the project site shall be provided to the Design Consultant for use as guide.

The restroom building is currently open to the public. Building closures or temporary facility arrangements during construction, are at the discretion of the Agency, and coordinated with the Project Team.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. NEW RESTROOM DESIGN REQUIREMENTS

1. General

The Consultant shall provide the Design, Construction Administration, Permitting, and Bid/Award Services for the demolition, removal, and complete replacement of the Pakim Pond Restroom Building located within Brendan Byrne State Forest.

The Consultant shall meet and coordinate with the NJ Department of Environmental Protection (DEP) Office of Resource Development, Park staff, and/or project team to outline all design requirements necessary for the new building. 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 new building design including but not limited to the following:

- Peaked roof system without attic space.
- Maximum ceiling height not to exceed 10 feet.
- Year-round usage with electric heat, as preferred, and exhaust fans for ventilation.
- Solar panels with battery backup system.
- Solid exterior restroom doors include framing for a screen door with interior push bars.
- Siding material other than wood siding (prohibited for pest concerns, carpenter bees, etc.).
- Interior wall finishes of non-porous material from floor to ceiling (no drywall permitted).
- Epoxy floor coating (with little to no grit).
- Anti-graffiti, easy-to-clean toilet partition dividers.
- Countertop-mounted sinks should be designed to support a minimum load of 500 lbs.
- Each restroom includes a total of 3 (three) sinks w/ hose bibs under each sink and the related piping to the pipe chase room.
- Rubber S-traps/ P-traps under sinks (non-vandal-proof accepted for maintenance purposes).

All equipment and fixtures used throughout the facility shall be approved by the Agency, and must prioritize environmental sustainability, water conservation, and energy efficiency. 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 design plans shall meet all current Barrier Free code/ADA standards and meet the current UCC Code Requirements.

The following fixture requirements shall be included and specified during the final design meeting and satisfy durability and vandal-resistance requirements:

- Stainless steel fixtures, including toilets, sinks, and mirrors.
- Installation of floor mounted toilets.
- Installation of in-wall mounted trash receptacles.
- Provide and install manual paper towel dispensers.
- Automatic/touchless not permitted unless hardwired (no battery-operated units).

The building shall be designed using equipment and fixtures requiring minimal routine maintenance and repairs. All interior surfaces shall be durable, easy to maintain and sanitize Faucets, soap dispensers, and baby changing stations will be included in the design.

All equipment and fixtures throughout shall be Agency approved, environmentally friendly, water saving and energy efficient. All amenities and equipment shall be designed hardwired contactless/touch-free, motion and/or sensor access for hygiene and wellness promotion.

The Consultant shall include the design and calculations for the building's new concrete foundation. 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.

Any updated environmental screening of topography, geology, soils, surface water and ground water shall be specified in the design documents. Soil suitability testing shall be performed if necessary to estimate depth to groundwater.

2. Demolition & Removal

The Consultant shall provide the design for the demolition and safe removal of the restroom building and concrete foundation pad. The Consultant shall provide the design and specifications for the safe removal and decommissioning of the above-ground storage propane fuel tanks. All related piping and lines shall be capped and removed or abandoned-in-place. All related equipment and debris shall be removed.

The design documents shall include any necessary shoring and/or trenching required for any removal of below-grade equipment. 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. Sanitary Flow Modeling and Septic System Design

The Consultant shall provide a fully engineered and code approved design of the complete septic

system. The Consultant shall ensure the septic system designs follow applicable codes and standards.

The Consultant shall have in-house capabilities or a Sub-Consultant pre-qualified with DPMC in the P006 Sanitary Engineering Discipline to design the new septic system, for the facility. The costs for the services provided by the Sanitary Engineer shall be included in the Consultant's lump sum fee.

If an initial assessment indicates an increase in sanitary flows that would trigger an increase in permitting requirements, sanitary flow modeling may be required. The Consultant shall estimate the cost to perform sanitary flow modeling and enter that cost into the fee proposal line item entitled "Sanitary Flow Modeling Allowance", refer to paragraph **XIII.E.**

Actual sanitary flow modeling to determine the anticipated septic system usage rates shall be conducted by the Sanitary Engineer. Based on results of the sanitary flow data, additional permitting requirements, or advanced treatment systems, may be required for the septic system design as determined by the Consultant.

The complete septic system design shall be based upon user load and demand, location, depth, tank size and capacity, material strength & material lifespan, tank maintenance, septic disposal and solid breakdown, filtering treatments, purification processes, ground water tables, inlet and outlet source piping layout and tie-in locations if any. The design shall include, but not be limited to, a scaled layout of the septic system and all related system components, pumps, piping, and disposal beds, tanks, and associated parts.

The Design Consultant shall identify the areas of the site that will be impacted by the septic system construction work. The Design Consultant shall determine the excavation depth required for the removal and replacement of any underground sanitary lines and tanks or abandonment-in-place.

4. Roofing System

The Consultant shall provide the design and specifications for a peaked roof system.

The Consultant shall provide an agency and project team approved Standard 'A' roofing system design for the new building.

5. Plumbing System

The following shall be included in the plumbing, piping, and related components for the new building:

- Designed for four-season use with heat and appropriate ventilation.

- Cold water only with consideration of adding domestic hot water.
- A water fountain w/ bottle filling station, including a dog water feature on the exterior.
- Install a main water shutoff valve within a utility closet.
- Provide isolation shutoffs valves to allow individual areas to be serviced independently.
- No plumbing shall be installed within exterior walls.
- Provide interior shutoff valves within the pipe chase to control exterior hydrants.

Plumbing piping and related components shall be specified with appropriate insulation, as necessary. Rusting and rodent-resistant piping and related components shall be specified.

The Consultant shall provide construction documents to include the location of all equipment associated with plumbing and related piping components. Separate riser diagrams shall be shown for sanitary drain and vent system, cold-water (hot water to be determined) distribution system, and storm drainage system. Equipment connections shall be identified on all schematic 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.

6. Pipe Chase Room/ Mechanical Area

The following shall be included in the plumbing, piping, and related components specified:

- Provide a continuous pipe chase room extending from the front to the rear of the building.
- Locate plumbing for water closets within the pipe chase space, designed for high-pressure operation**.**
- Ensure accessible shutoffs and service points for all piping within the pipe chase room.
- Provide multiple access panels for maintenance.
- Include built-in shelving for storage, designed to be rodent-resistant.
- Provide a water softening system (for rust mitigation).
- Install a floor-mounted slop sink with a 2-inch lip.

7. Electrical System & Lighting

The following shall be included in the electrical system and lighting design and specifications:

- Provide exterior lighting for safety and security.
- Interior lighting shall be recessed.
- Use LED interior/exterior lighting as available.
- Electric heat (as preferred) and associated equipment..

The Consultant shall evaluate and provide the design for the electrical distribution system. The Consultant shall ensure the new electrical distribution system design follows applicable codes and standards. The site lighting fixtures shall meet current code requirements, support the proposed

design and operational needs, and identify any deficiencies or electrical upgrades necessary to ensure safety, reliability, and compliance.
Electrical drawings shall include all supply service equipment, heating, lighting, power, communications, and specialized systems. Riser diagrams, showing service equipment, feeders and panels, branch circuits must be shown. Wire sizes, switch and panel schedules shall be provided. Location, capacity, space requirements of all major items or equipment must be indicated.

Lighting features must indicate typical lighting arrangements, types of fixtures, proposed light intensities, emergency and egress lighting. All lighting specified shall be energy efficient and have occupancy sensors where applicable.

B. SITE UTILITIES

1. Underground Utilities

The Consultant shall identify the size and location of all underground utility lines. The utility lines size, location and elevation shall be shown on the design drawings for Contractor reference. The Consultant shall identify any below grade utility lines and/or conduits capped and abandoned-in-place.

2. Utility Capacities

The Design Consultant shall survey all site utilities, power supply, existing water well supply, and septic system to determine requirements of this project. The Consultant shall develop a table that identifies the maximum capacity rating based on the capacities anticipated for the new facility utilities.

The Consultant shall provide the most cost-effective design to provide the required utilities to the new building based on costs of the installation of new utilities that will originate from the main supply lines.

3. Utility Verification Letter

As applicable, the Design Consultant shall obtain written verification from all appropriate utility authorities certifying they can provide adequate capacity for the new building. Letters pertaining to water, sanitary, gas, electrical and telephone service, as necessary, must be obtained which confirm adequate pressures, flows, specific consumption or loads and approximate date of service.

The Consultant shall identify the extent of work to be done by the utility provider, the utility approvals required for the connection points, available rebates, meters and pit requirements, and whether there will be any fees to be paid by the Contractor to the Utility Company. All

termination and/or tie-in fees required by the affected Utility Companies shall be covered by an allowance within the construction documents.

4. Electric & Switch Gear

The Consultant shall include schematic drawings of the design for the new building's electric distribution system indicating all components including, but not limited to, panels, subpanels, breakers, transformers, meters and lines. The Consultant shall coordinate with the electrical utility company representatives as required for service improvements. The Consultant shall include all load calculations for the new building.

5. Water Supply & Service

The Consultant shall provide the design and specifications of tie-ins and connections to the existing well-water supply providing service to the new building.

The Consultant shall determine, and include in the construction documents, any required upgrades to the building's water well supply and related connections to support the new building. The Consultant shall include in the construction documents any requirements for the Construction Contractor to coordinate and connect to the existing well water supply but not limited to inspections and character of the work to be performed, as necessary, to the existing water supply pumps or related components.

The construction documents shall include sufficient information and detail to illustrate, describe and clearly delineate the design intent of the Consultant and enable all Contractors to uniformly bid the project.

C. SITE WORK

1. Walk path

The Consultant shall evaluate the path of travel, and any areas requiring access are to be Barrier-free standards/ ADA compliant (i.e., new parking areas, etc.). Construction documents shall include concrete sidewalks from the parking lot(s) to new buildings and other areas of the site requiring pedestrian or staff access.
The Consultant shall incorporate in the design documents barrier free access ramps and curb cuts, wherever the barrier free path of travel is required.

2. Signage

The Consultant shall include in the construction documents the building's signage.
The site signage shall include, but is not limited to, directions, information, travel paths, entrances, use restrictions, handicap parking spaces, speed restrictions, and similar directives.

The Consultant shall propose specifications for signage using a clearly visible sign from the roadway. The signage design must have enhanced visibility at night. Directional signage on property directing visitors, deliveries, material drop off, material pick-up, etc. shall be clearly delineated. The street signage shall be illuminated and of a size/shape, as determined by the DEP.

3. Landscaping & Tree Removal Requirements

The Consultant shall provide in the construction documents a landscaping plan to include, but not limited to, all required seeding, sod, shrubs, bushes, trees, and buffering with adjacent properties where required.

4. Staging

Construction documents shall include a staging area approved by the Project Team indicating the location where the contractor can store debris, materials, tools, and equipment

D. PINELANDS APPROVAL

The Consultant shall complete a Pinelands application and submit to the Pinelands Commission for review and approval prior to securing UCC Permits.

E. 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.E** "**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.

F. 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.

G. EXISTING DOCUMENTATION

Review all related 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:
https://www.nj.gov/dca/codes/codreg/ucc.shtml

1. NJUCC Plan Review

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

As of July 25, 2022, the 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.nj.gov/dca/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:
https://www.nj.gov/dca/codes/forms/pdf_bcpr/pr_fees.pdf

2. NJUCC Permit

Upon receipt of a complete plan release from the DCA Bureau of Construction Project Review, the Consultant shall complete the NJUCC permit application and all applicable technical sub-code sections. The "Agent Section" of the application and certification section of the building sub-code section shall be signed. These documents, with **six (6) sets of DCA or DPMC released drawings and specifications, with raised seals and wet signatures** 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:
Brendan T. Byrne State Forest
(Lebanon State Forest-Pakim Pond)

Work site location:
Brendan T. Byrne State Forest (Lebanon State Forest)
Shinns Road, Woodland Twp. 08064
Burlington County
Block 7001 Lot 4

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.

3. Prior Approval Certification Letters

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

In addition to the general certification letter discussed above, the following specific prior approval certification letters, where applicable, shall be submitted by the Consultant to the DPMC Plan & Code Review Unit Manager: Soil Erosion & Sediment Control; Water & Sewer Treatment Works Approval; Coastal Areas Facilities Review; Compliance of Underground Storage Tank Systems with N.J.A.C. 7:14B; Pinelands Commission; Highlands Council; Well Construction and Maintenance; Sealing of Abandoned Wells with N.J.A.C. 7:9D; Certification that all utilities have been disconnected from structures to be demolished; Board of Health Approval for Potable Water Wells; Health Department Approval for Septic Systems; 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.

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 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, **"Plan Review and 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.

C. ADDITIONAL REQUIREMENTS AND PRIOR APPROVALS

As applicable and based on the demolition of the building, the following shall be reviewed to address the requirements in the following Treasury Circular 97-10 and the NJAC 5:23-2.17.

- Treasury Circular 97-10 requirements:
  - SHPO Consultation
  - RPR submission to DPMC Office of Real Property Acquisition and Disposition

- NJAC 5:23-2.17 Demolition or removal of structures; abandoned wells Code requirements:
  - Notice to adjoining property owners
  - Soil Conservation District Approval (if applicable)
  - Certification that no asbestos remains
  - Utility disconnections
  - No abandoned wells or USTs

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. 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. This allowance is only for plan review or permits that the consultants foresee in addition to or beyond UCC/DCA plan review and permitting.

1. Permits

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

2. Permit Costs

The Consultant shall estimate the application fee costs for all of the required project permits, certificates, and approvals (excluding the NJUCC permit) and include that amount in its fee proposal line item entitled **"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 NJUCC permit is excluded since it will be paid for by the State.

3. Applications

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

4. Consultant Fee

The Consultant shall determine what is required to complete and submit the permit applications, obtain supporting documentation, attend meetings, etc., and include the total cost in the base bid of its fee proposal. Any funds remaining in the permit allowance will be returned to the State at the close of the project.

B. HAZARDOUS MATERIALS TESTING AND REPORT ALLOWANCE

The Consultant shall estimate the costs to complete the hazardous materials survey, sample collection, testing and analysis and preparation of a "Hazardous Materials Survey Report" noted in paragraph **VII.E** 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.E** 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.E** and enter that amount on the fee proposal line item entitled "**Hazardous Materials Construction Administration Allowance.**" Consultant shall attach a detailed cost breakdown sheet for use by DPMC during the proposal review and potential fee negotiations. The cost breakdown sheet shall include a description of the tasks to be performed and the estimated cost of each task.

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

E. SANITARY FLOW MODELING ALLOWANCE

As necessary, prior to the design of the Septic System, the Consultant shall provide for Sanitary Flow Modeling services conducted by a Subconsultant pre-qualified with DPMC in the P006 Sanitary Engineering Discipline. See **VII.B.** of this Scope of Work for the description of services to be provided by the Sanitary Engineer.

If an initial assessment indicates an increase in sanitary flows that would trigger an increase in permitting requirements, sanitary flow modeling may be required. The Consultant shall estimate the cost to perform sanitary flow modeling and enter that amount on the fee proposal line item entitled "**Sanitary Flow Modeling Allowance**."

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

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 8/11/2026
ALISON F. GOTTLIEB, PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 8/11/2026
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Dan Speakman 8/11/2026
DANIEL SPEAKMAN, PROJECT MANAGER DATE
DEPARTMENT OF ENVIRONMENTAL PROTECTION

SOW APPROVED BY: 8/13/2026
ROBERT TAMPELLINI, 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:

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

END OF SCOPE OF WORK

DPMC Project No.: P1398-00

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

DPMC Project No.: P1398-00

Deliverables Checklist
Design Development Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
14.4.1.	A/E Statement of Site Visit						
14.4.2.	Narrative Description of Project						
14.4.3.	Building Code Information Questionnaire						
14.4.4.	Space Analysis						
14.4.5.	Special Features						
14.4.6.	Catalog Cuts						
14.4.7.	Site Evaluation						
14.4.8.	Subsurface Investigation						
14.4.9.	Surveys						
14.4.10.	Arts Inclusion						
14.4.11.	Design Rendering						
14.4.12.	Regulatory Approvals						
14.4.13.	Utility Availability						
14.4.14.	Drawings (6 Sets)						
14.4.15.	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

DPMC Project No.: P1398-00

Deliverables Checklist
Final Design Phase

A/E Name: _____

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

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

_____ _____

Consultant Signature Date

DPMC Project No.: P1398-00

Deliverables Checklist
Permit Application Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
16.1.	N.J. UCC Permit Application						
16.4.	Drawings, Signed and Sealed (6 Sets)						
16.5.	Specifications, Signed and Sealed (6 Sets)						
16.6.	Current Working Estimate/Cost Analysis in CSI Format						
16.7.	Project Schedule						
16.8.	Plan Review/Scope of Work Compliance Statement						
16.9.	Permit Application Phase Deliverables Checklist						
S.O.W. Reference	**S.O.W. Specific Requirements**						

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

_____ _____

Consultant Signature Date

DPMC Project No.: P1398-00

Deliverables Checklist
Bidding and Contract Award Phase

A/E Name: _____

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

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

_____ _____

Consultant Signature Date

DPMC Project No.: P1398-00

Deliverables Checklist
Construction Phase

A/E Name: _____

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

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

_____ _____

Consultant Signature Date

DPMC Project No.: P1398-00

Deliverables Checklist
Project Close-Out Phase

A/E Name: _____

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

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

_____ _____

Consultant Signature Date

Typical DPMC Project - Random Selection of Design Consultant

ID	Task Name	Start	Finish	Duration
0	**Typical Project Model**	**Mon 5/19/...**	**Fri 4/9/27**	**691 days**
1	**Project Initiation Phase**	**Mon 5/19/25**	**Mon 7/14/25**	**57 days**
2	Project Funding Received	Mon 5/19/25	Mon 5/19/25	1 day
3	Schedule Site Visit	Thu 5/22/25	Thu 5/22/25	1 day
4	Site Visit	Fri 5/30/25	Fri 5/30/25	1 day
5	Prepare Draft SOW	Mon 6/2/25	Fri 6/6/25	5 days
6	Distribute Draft SOW for Review	Mon 6/9/25	Mon 6/9/25	1 day
7	Review SOW	Tue 6/10/25	Mon 6/23/25	10 days
8	Review SOW	Tue 6/10/25	Mon 6/23/25	10 days
9	Review SOW	Tue 6/10/25	Mon 6/23/25	10 days
10	Receive Comments Revise SOW	Tue 6/24/25	Mon 6/30/25	5 days
11	Distribute Final SOW for Review & Signature	Tue 7/1/25	Tue 7/1/25	1 day
12	Review & Sign SOW	Wed 7/2/25	Wed 7/2/25	1 day
13	Review & Sign SOW	Mon 7/7/25	Mon 7/7/25	1 day
14	Review & Sign SOW	Thu 7/10/25	Thu 7/10/25	1 day
15	Forward SOW to Procurement	Mon 7/14/25	Mon 7/14/25	1 day
16	**Consultant Selection Phase**	**Tue 7/15/25**	**Mon 9/1/25**	**49 days**
17	Prepare Solicitation, Advertise Proj	Tue 7/15/25	Wed 7/16/25	2 days
18	Select Firms - Random Selection	Thu 7/17/25	Thu 7/17/25	1 day
19	Conduct Preproposal Meeting	Mon 7/28/25	Mon 7/28/25	1 day
20	Consultant Questions Due - Prepare and Issue Addenda	Tue 7/29/25	Tue 7/29/25	1 day
21	Receive Proposals - Distribute for Review	Tue 8/12/25	Tue 8/12/25	1 day
22	Review & Rank Proposals	Wed 8/13/25	Tue 8/19/25	5 days
23	Review & Rank Proposals	Wed 8/13/25	Tue 8/19/25	5 days
24	Review & Rank Proposals	Wed 8/13/25	Tue 8/19/25	5 days
25	Determine Rankings, Open Fee Proposals and Distribute to Committee	Wed 8/20/25	Wed 8/20/25	1 day
26	Negotiate Fee	Thu 8/21/25	Wed 8/27/25	5 days
27	Provide Funding for Consultant Contract	Thu 8/28/25	Thu 8/28/25	1 day
28	Complete Recommendation to Awa	Thu 8/28/25	Fri 8/29/25	2 days
29	Consultant Contract Award	Sat 8/30/25	Mon 9/1/25	2 days
30	**Design Phase**	**Sun 9/7/25**	**Fri 5/8/26**	**244 days**
31	Design Contract "Kick-Off" Meeting	Sun 9/7/25	Mon 9/8/25	2 days
32	Program Design Phase	Tue 9/9/25	Mon 10/6/25	28 days
33	Receive Program Submittal & Distribute for Review	Tue 10/7/25	Thu 10/9/25	3 days

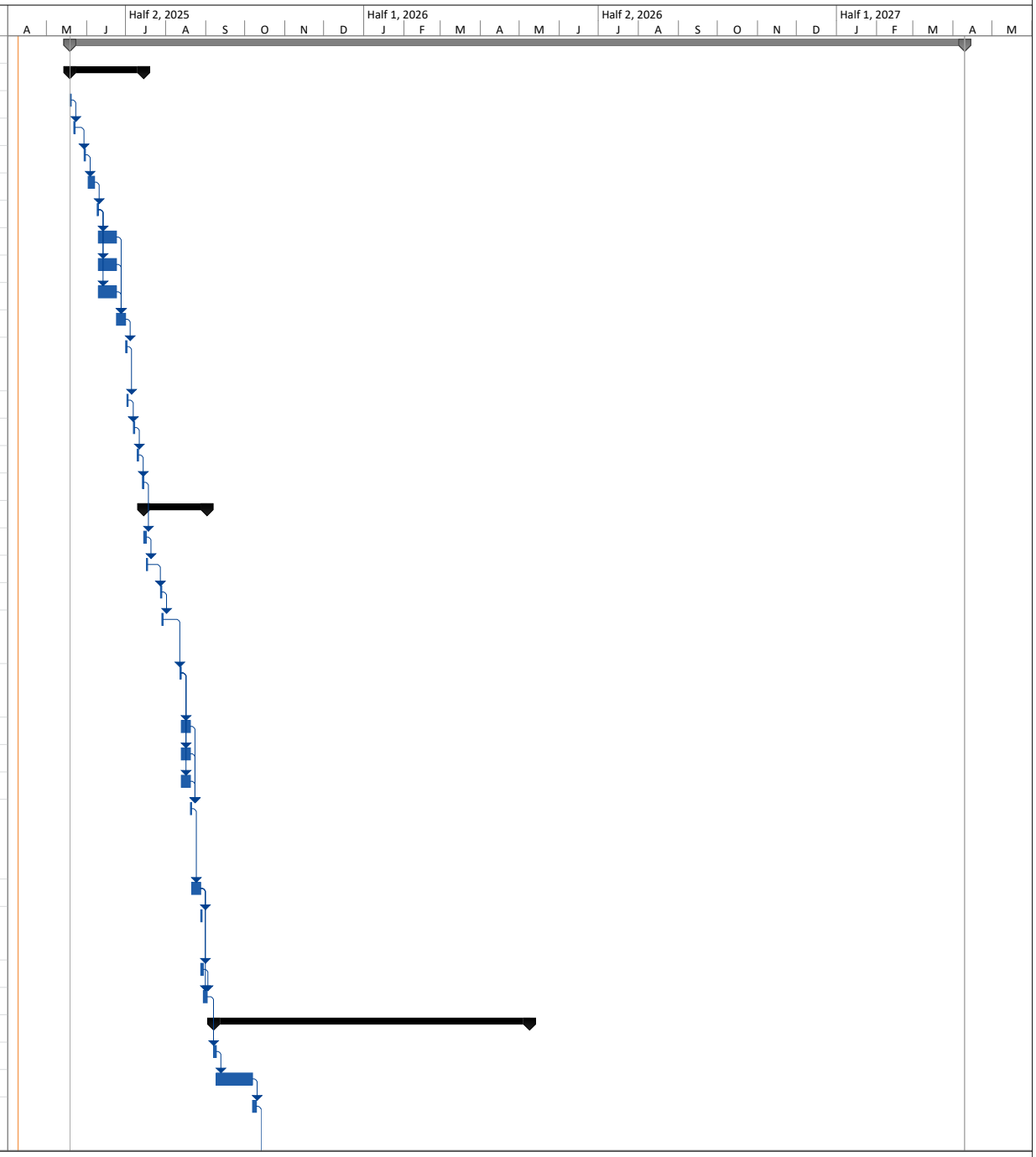


EXHIBIT 'A'

Typical DPMC Project - Random Selection of Design Consultant

ID	Task Name	Start	Finish	Duration
34	Program Phase Presentation/Submittal	Fri 10/10/25	Fri 10/10/25	1 day
35	Review Program Phase	Mon 10/13/25	Fri 10/24/25	10 days
36	Review Program Phase	Mon 10/13/25	Fri 10/24/25	10 days
37	Review Program Phase	Mon 10/13/25	Fri 10/24/25	10 days
38	Receive Program Phase Comments, Review & Consolidate and Forward to Consultant	Mon 10/27/25	Wed 10/29/25	3 days
39	Schematic Design Phase	Thu 10/30/25	Wed 11/26/25	28 days
40	Receive Schematic Submittal & Distribute for Review	Thu 11/27/25	Mon 12/1/25	3 days
41	Schematic Phase Presentation/Submittal	Tue 12/2/25	Tue 12/2/25	1 day
42	Review Schematic Phase	Wed 12/3/25	Tue 12/16/25	10 days
43	Review Schematic Phase	Wed 12/3/25	Tue 12/16/25	10 days
44	Review Schematic Phase	Wed 12/3/25	Tue 12/16/25	10 days
45	Receive Schematic Phase Comments, Review & Consolidate and Forward to Consultant	Wed 12/17/25	Fri 12/19/25	3 days
46	Design Development (DD) Design Phase	Sat 12/20/25	Fri 1/16/26	28 days
47	Receive DD Submittal & Distribute for Review	Mon 1/19/26	Wed 1/21/26	3 days
48	DD Phase Presentation/Submittal	Thu 1/22/26	Thu 1/22/26	1 day
49	Review DD Phase	Fri 1/23/26	Thu 2/5/26	10 days
50	Review DD Phase	Fri 1/23/26	Thu 2/5/26	10 days
51	Review DD Phase	Fri 1/23/26	Thu 2/5/26	10 days
52	Receive DD Phase Comments, Review & Consolidate and Forward to Consultant	Fri 2/6/26	Tue 2/10/26	3 days
53	Final Design Phase	Wed 2/11/26	Tue 3/10/26	28 days
54	Final Submittal & Distribute for Rev	Wed 3/11/26	Fri 3/13/26	3 days
55	Final Phase Presentation/Submittal	Sat 3/14/26	Mon 3/16/26	2 days
56	Review Final Phase	Tue 3/17/26	Mon 3/30/26	10 days
57	Review Final Phase	Tue 3/17/26	Mon 3/30/26	10 days
58	Review Final Phase	Tue 3/17/26	Mon 3/30/26	10 days
59	Review Final Phase	Tue 3/17/26	Mon 3/30/26	10 days
60	Receive Final Phase Comments, Review & Consolidate and Forward to Consultant	Tue 3/31/26	Thu 4/2/26	3 days
61	Final/Permit Design Phase	Fri 4/3/26	Thu 4/16/26	14 days

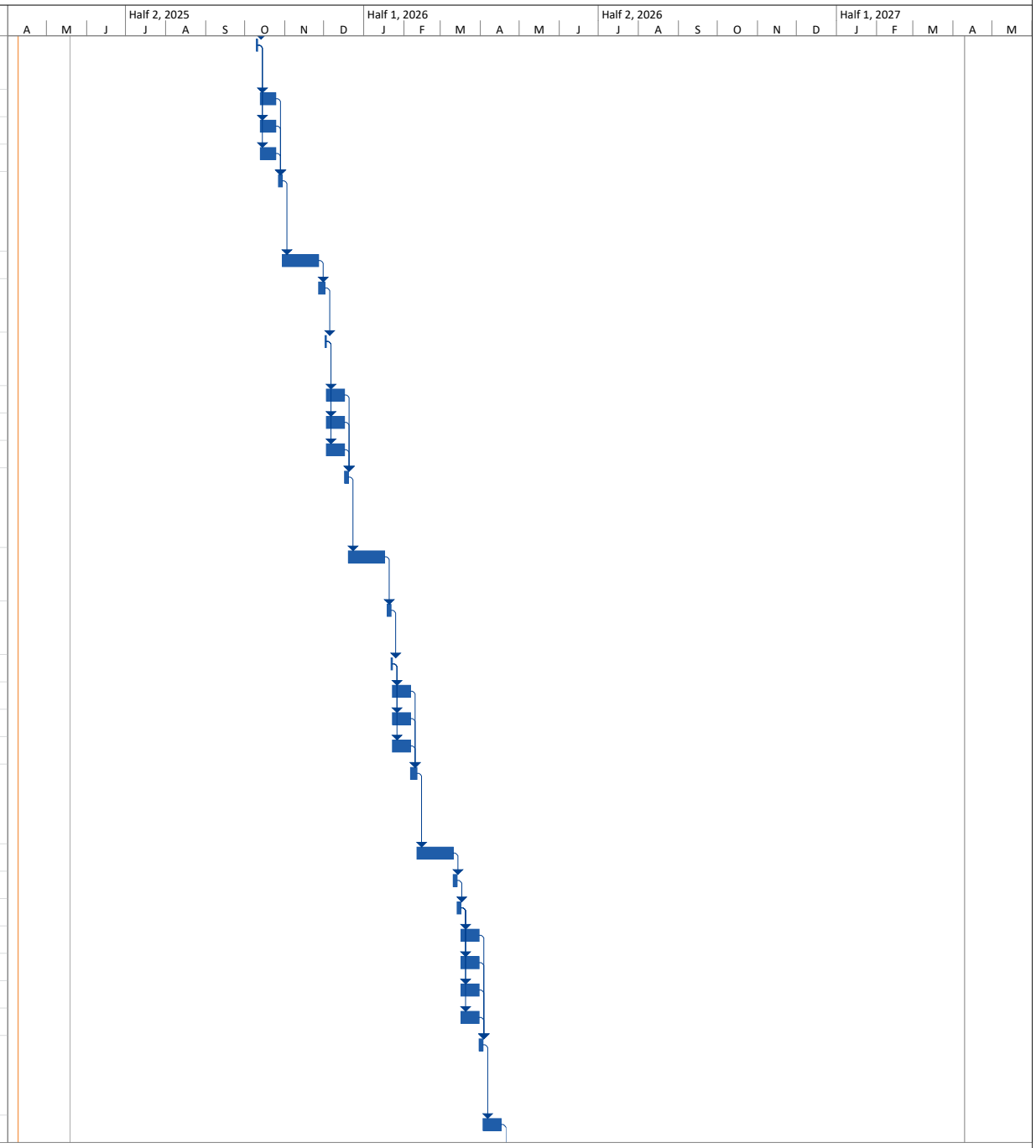


EXHIBIT 'A'

Typical DPMC Project - Random Selection of Design Consultant

ID	Task Name	Start	Finish	Duration
62	Final/Permit Submittal & Distribute for Review	Fri 4/17/26	Tue 4/21/26	3 days
63	Review Final/Permit Phase	Wed 4/22/26	Tue 5/5/26	10 days
64	Receive Final/Permit Phase Approval and Forward to	Wed 5/6/26	Fri 5/8/26	3 days
65	**Permit Acquisition Phase**	**Wed 4/22/26**	**Fri 5/22/26**	**31 days**
66	Prepare UCC Application, Bid Clearance & Submit Bid Package	Sat 5/9/26	Fri 5/15/26	7 days
67	Provide Funding for Construction	Wed 4/22/26	Wed 4/22/26	1 day
68	Secure Bid Clearance Including Funding Verification	Mon 5/18/26	Fri 5/22/26	5 days
69	**Advertise-Bid-Award Phase**	**Mon 5/25/26**	**Thu 7/23/26**	**60 days**
70	Advertise Project for Construction	Mon 5/25/26	Mon 5/25/26	1 day
71	Conduct Pre-Bid Meeting	Tue 6/9/26	Tue 6/9/26	1 day
72	Contractor Questions Due - Prepare and Issue Bulletin	Mon 6/15/26	Wed 6/17/26	3 days
73	Construction Bids Due - Open Bids	Tue 6/23/26	Tue 6/23/26	1 day
74	Conduct Post Bid Review Meeting	Mon 6/29/26	Mon 6/29/26	1 day
75	Prepare and Submit Recommendation for Award	Tue 6/30/26	Wed 7/1/26	2 days
76	Prepare and Submit Recommendation for Award	Thu 7/2/26	Fri 7/3/26	2 days
77	Prepare Contract and Schedule Award Meeting	Mon 7/6/26	Fri 7/10/26	5 days
78	Conduct Contract Award Meeting/Issue NTP	Thu 7/16/26	Thu 7/16/26	1 day
79	Sign/Seal UCC Permit Applications	Thu 7/16/26	Thu 7/16/26	1 day
80	Secure UCC Permit from DCA	Fri 7/17/26	Thu 7/23/26	5 days
81	**Construction Phase**	**Fri 7/24/26**	**Wed 1/20/27**	**181 days**
82	Conduct Construction "Kick-Off Meeting"	Fri 7/24/26	Fri 7/24/26	1 day
83	Complete Construction - Achieve Substantial Completion	Sat 7/25/26	Wed 1/20/27	180 days
84	**Project Close-Out Phase**	**Thu 1/21/27**	**Fri 4/9/27**	**79 days**
85	Complete Punch List	Thu 1/21/27	Fri 2/19/27	30 days
86	Close Out Construction Contract	Mon 2/22/27	Fri 2/26/27	5 days
87	Close Out Consultant Contract	Mon 3/1/27	Fri 4/9/27	30 days

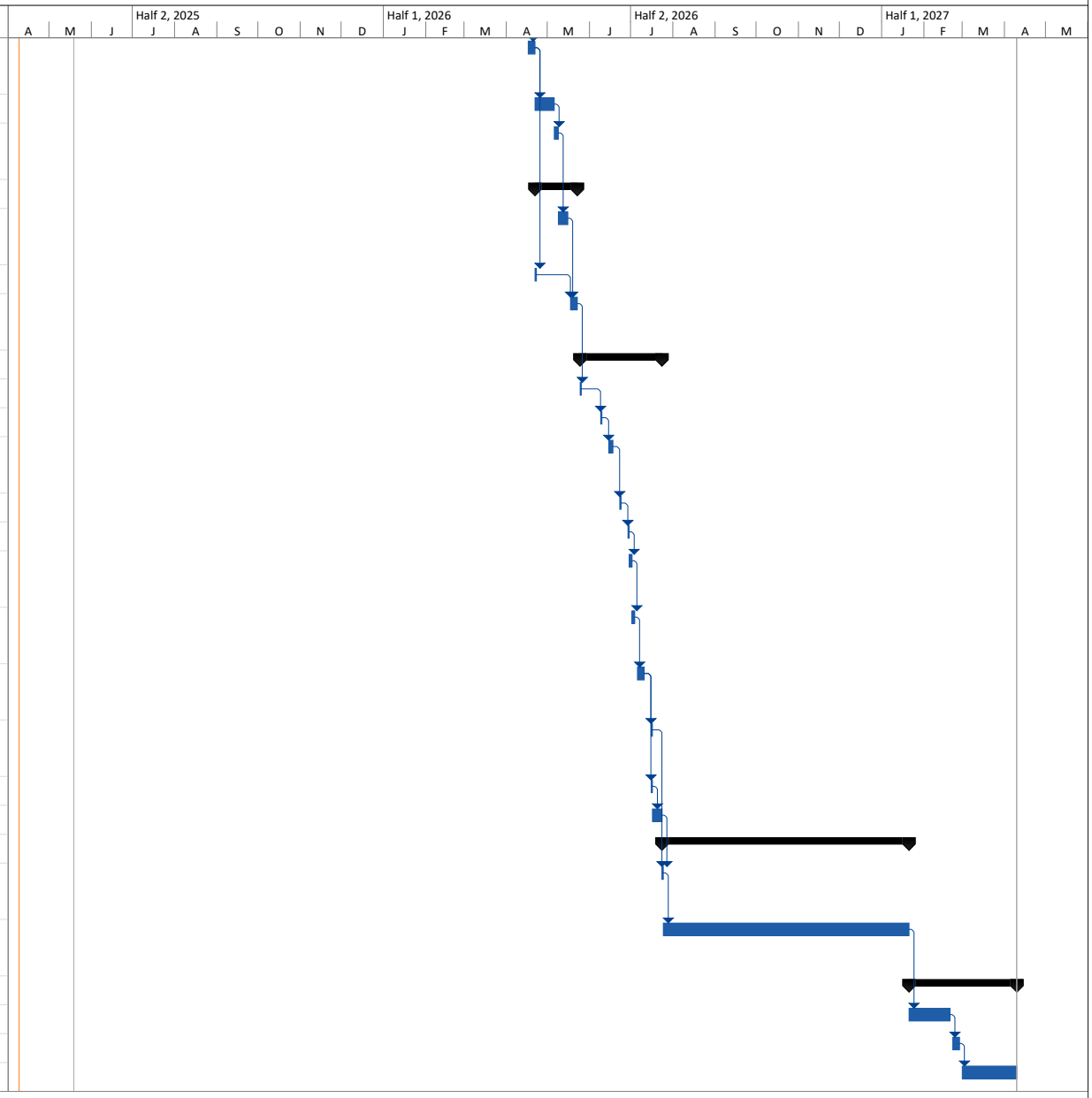


EXHIBIT 'A'

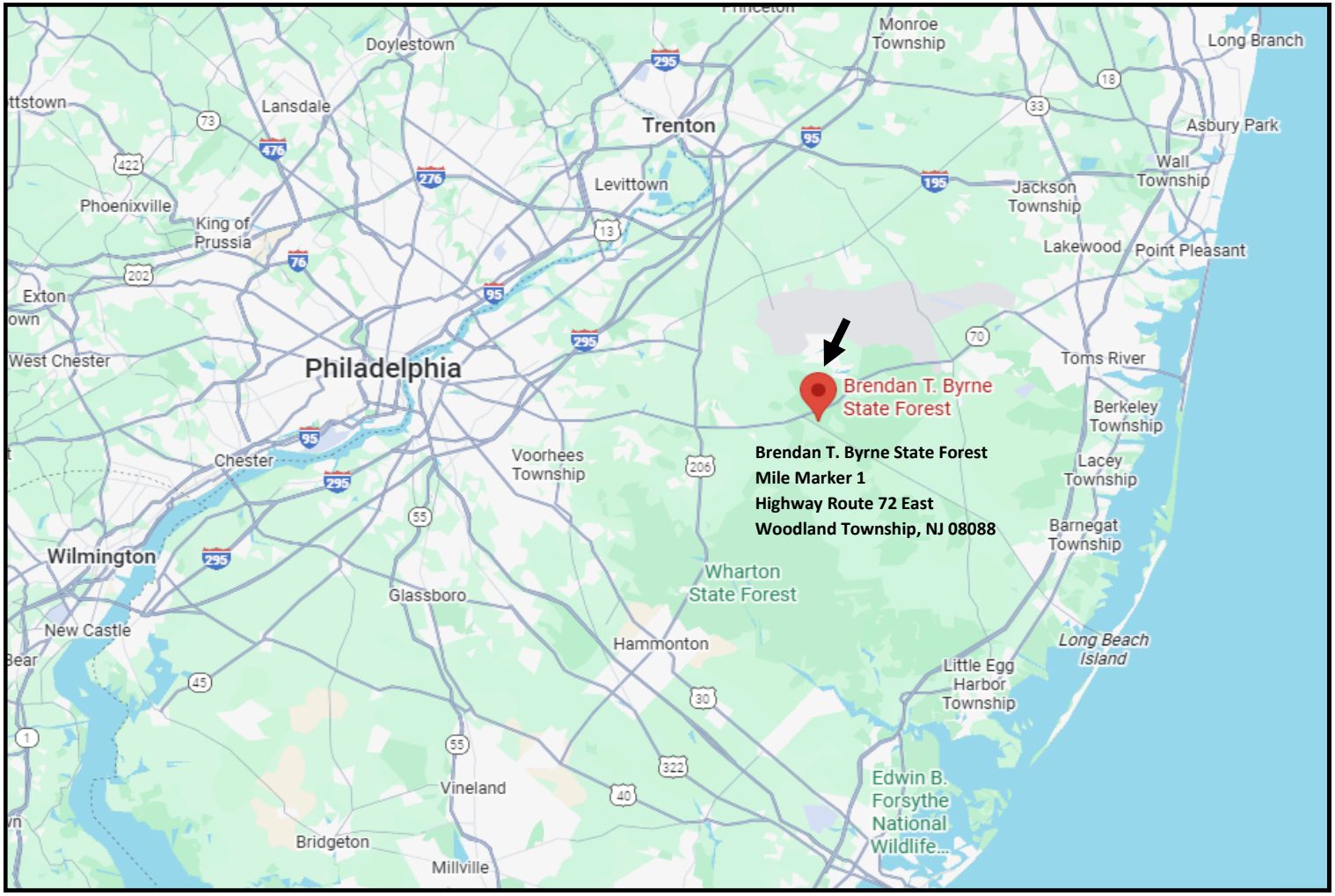
Typical DPMC Project - Random Selection of Design Consultant

Project: Typical Project Model
Date: Wed 4/9/25

Task		Summary		External Milestone		Inactive Summary		Manual Summary Rollup		Finish-only	
Split		Project Summary		Inactive Task		Manual Task		Manual Summary		Deadline	
Milestone		External Tasks		Inactive Milestone		Duration-only		Start-only		Progress	

EXHIBIT 'A'

Pakim Pond Restroom

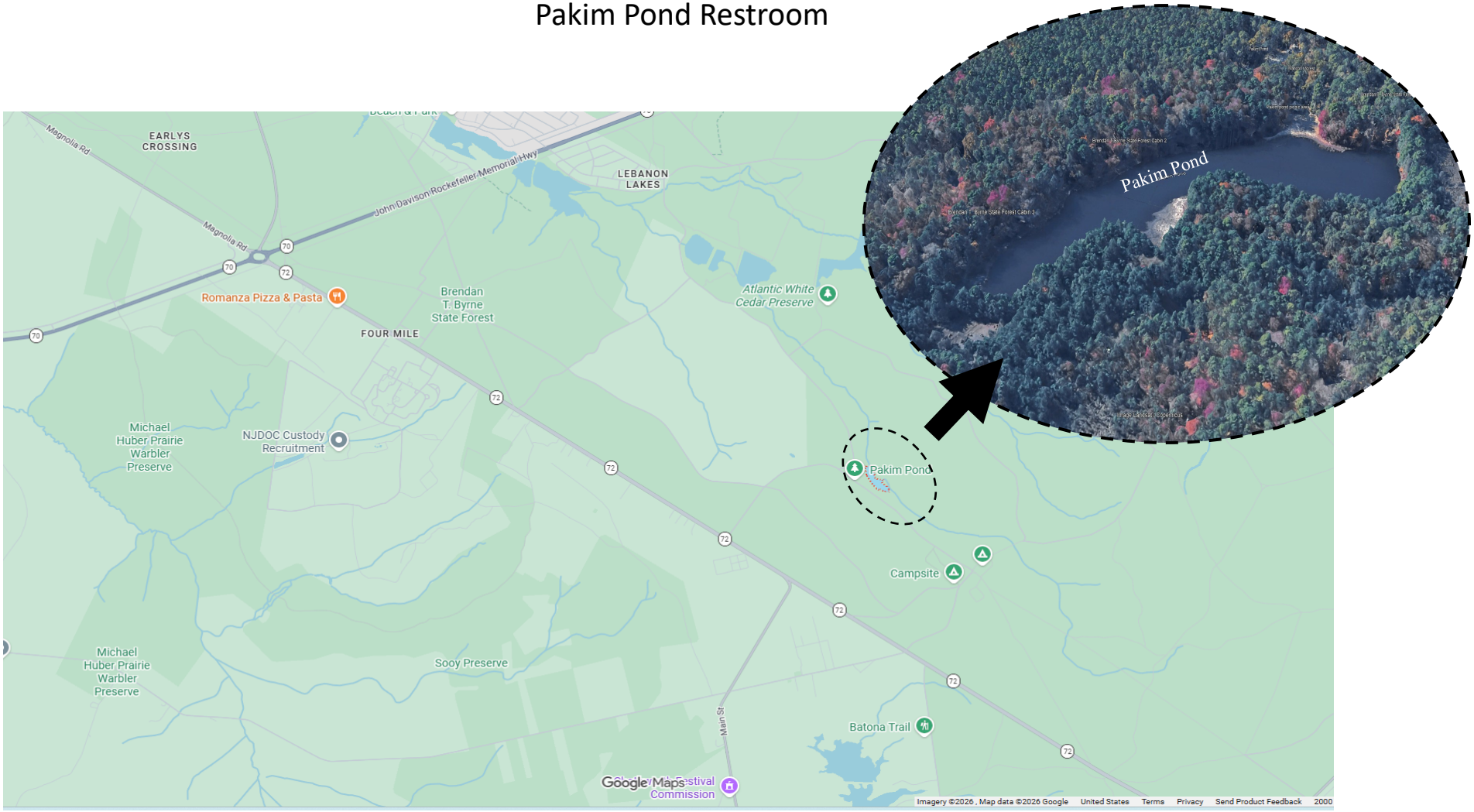


Project Site Location Map

Brendan T. Byrne State Forest

EXHIBIT 'B'

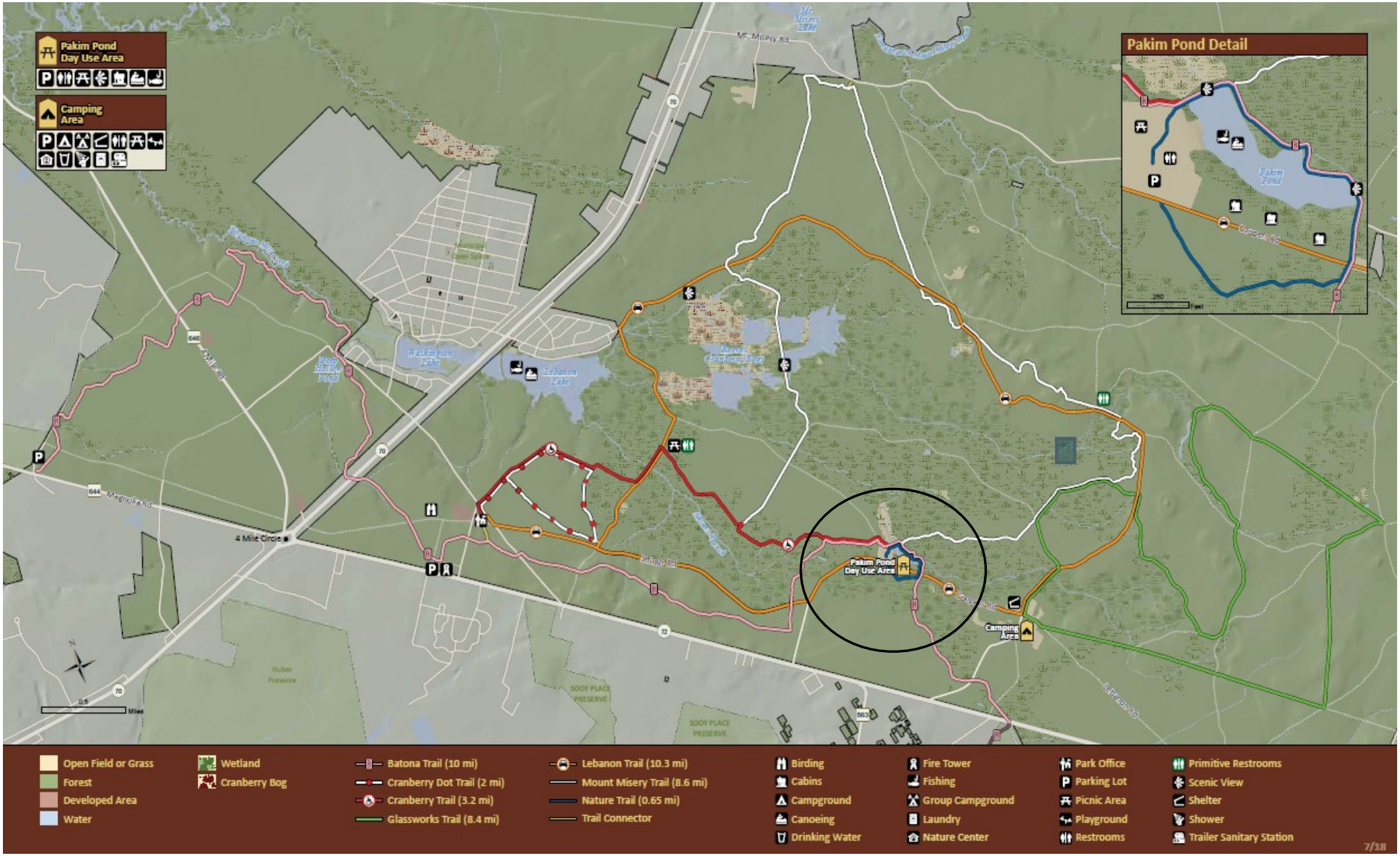
Pakim Pond Restroom



Project Location Map

Brendan T. Byrne State Forest

EXHIBIT 'B'



Brendan T. Byrne State Forest

EXHIBIT ‘B’

NJ Hunting & Trapping Planner

4/30/2026, 8:57:51 AM

NJ Road Centerlines

Local Road

Land Management Regions

Pakim Pond Restrooms

1:4,514

0 0.03 0.06 0.11 mi

0 0.04 0.09 0.18 km

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Project definition, funding

NJ Division of Fish & Wildlife

Esri Community Maps Contributors, New Jersey Office of GIS, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS | Project definition, funding requests, and data

EXHIBIT 'B'

Pakim Pond Restroom

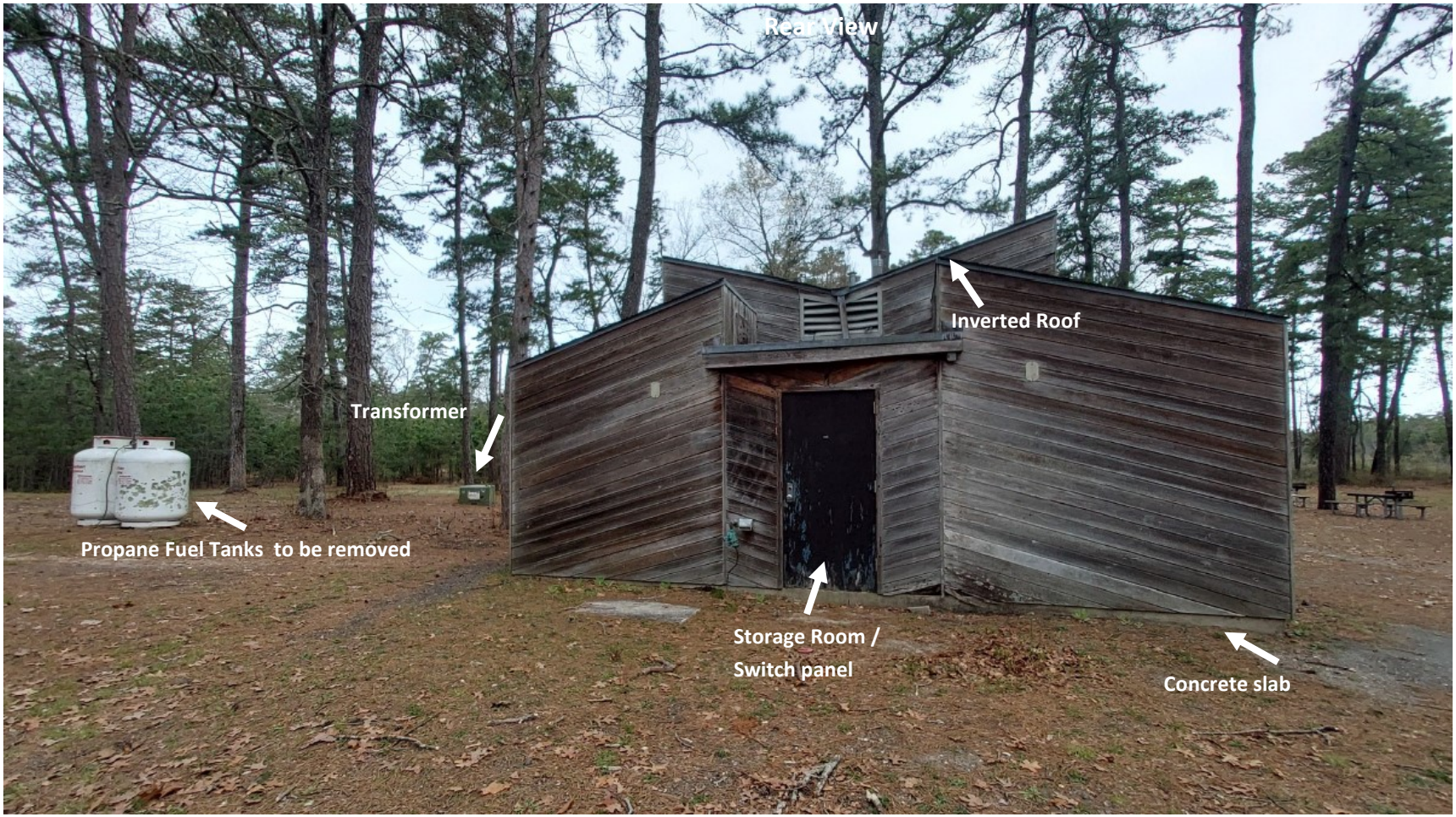
Front View

Photos

Brendan T. Byrne State Forest

EXHIBIT 'C'

Pakim Pond Restroom



Rear View

Photos

Brendan T. Byrne State Forest

EXHIBIT 'C'

Pakim Pond Restroom

Men's Restroom

Photos

Brendan T. Byrne State Forest

EXHIBIT 'C'

Pakim Pond Restroom

Women's Restroom

Photos

Brendan T. Byrne State Forest

EXHIBIT 'C'

Pakim Pond Restroom

Supply Closet & Equipment Room

Photos

Brendan T. Byrne State Forest

EXHIBIT ‘C’