SCOPE OF WORK

New Fuel Facility, Material Storage Bins, Generator and Water Supply Line

NJDOT Pennsauken Maintenance Yard
Pennsauken, Camden County, NJ

Project No. T0706-00

STATE OF NEW JERSEY

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

DEPARTMENT OF THE TREASURY

Elizabeth Maher Muoio, Treasurer

DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Thomas A. Edenbaum, Director

Date: October 24, 2024

TABLE OF CONTENTS

SECTION **PAGE**

I. OBJECTIVE

The objective of this project is the design and installation of a new above ground fuel dispensing facility with a new 6,000 gallon unleaded gasoline fuel above ground storage tank (AST) and a 4,000 gallon diesel fuel AST, new material storage bins, and a new generator at the NJDOT South Pennsauken Maintenance Yard located in Camden County. The project is to include the evaluation, design, and relocation of the new fuel facility to another location at the project site in order to reduce traffic congestion. New site pavement at the project site will be provided. The water supply pipe to the main maintenance building will be upgraded to increase the water flow rate to facilitate faster filling of roadway maintenance equipment and improved efficiency of roadway maintenance operations by the DOT.

II. CONSULTANT QUALIFICATIONS

A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS

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

- **P005 Civil Engineering**

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

- **P002 Electrical Engineering**
- **P007 Structural Engineering**
- **P011 Environmental Engineering**
- **P015 Land Surveying**
- **P025 Estimating/ Cost Analysis**

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 $1,537,500.

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 $2,087,125.

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

The CWE is the client agency's financial budget based on this project Scope of Work and shall not be exceeded during the design and construction phases of the project unless DPMC approves the change in Scope of Work through a Contract amendment.

C. CONSULTANT'S FEES

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

IV. PROJECT SCHEDULE

A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE

The following schedule identifies the estimated design and construction phases for this project and the estimated durations.

PROJECT PHASE	ESTIMATED DURATION (Calendar Days)
1. Site Access Approvals & Schedule Design Kick-off Meeting	**14**
2. Schematic Design Phase	**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**
• *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	**180**
11. Project Close Out Phase	**30**

B. CONSULTANT'S PROPOSED DESIGN & CONSTRUCTION SCHEDULE

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

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

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

V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The location of the project site is:

NJDOT Pennsauken Maintenance Yard
3750 Route 130 & Federal Street
Pennsauken, Camden County, NJ 08109

GPS Coordinates: 39.94934153° N, 75.07126805° 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:	Babatunde Ogunnubi, Project Manager
Address:	Division of Property Management & Construction
	20 West State Street, 3rd Floor
	Trenton, NJ 08608-1206
Phone No:	(609) 633-7061
E-Mail:	Babatunde.Ogunnubi@treas.nj.gov

2. New Jersey Department of Transportation:

Name:	Sagar Rana, Project Manager
Address:	P.O. Box 600
	1035 Parkway Avenue
	Trenton, NJ 08625
Phone No:	(609) 963-2731
E-Mail:	Sagar.Rana@dot.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

The New Jersey Department of Transportation (NJDOT) owns and operates maintenance and fuel facilities to provide material storage, vehicle equipment repair, and maintenance to the state highway systems and roadways. One of these DOT facilities is the Pennsauken Maintenance Yard located in Camden County (See **Exhibit 'B'** Site Map).

NJDOT is seeking to replace the existing fuel facility and fuel tanks at the Pennsauken location. The Pennsauken Maintenance Yard was built in the late 1960s. The fuel facility location has a challenge with traffic congestion for fuel dispensing during peak fueling hours inside the yard. There is limited space in the yard making it a challenge for trucks servicing the fuel facility. The NJDOT fuel facility serves state and agency vehicles.

The current yard pavement channels stormwater to the drainage system. However, the existing fuel facility interrupts this flow causing water to accumulate around the fuel facility island. A new generator will be installed allowing for necessary back-up power at the entire facility.

B. FUNCTIONAL DESCRIPTION OF THE BUILDING

The New Jersey Department of Transportation (NJDOT) Pennsauken Maintenance Yard is on an approximate 3.32-acre site adjacent to residential homes and a scrap yard business. The DOT Pennsauken site is located adjacent to the Federal Street Overpass roadway and Federal Street. (see **Exhibit 'B'** Site Map) The fuel facility is beyond the entrance fence and is centrally located in the DOT yard. The Pennsauken DOT location includes an office and maintenance building with garage bays, a fuel facility with fuel tanks, a material covered salt storage structure, and a volatile storage building.

The fuel facility is housed on a concrete pad with (2) fuel dispensers, a 4,000 gallon unleaded gasoline fuel above storage tank (AST) and a 4,000 gallon diesel fuel AST. The existing tanks are over 25 years old and the overall fuel facility has aged, is in poor condition and has exceeded its useful life. The material storage bins consist of soils and aggregates used for highway and road maintenance and repairs. (see **Exhibit 'C'** Photos)

The NJDOT would prefer to build the new fuel facility in a new location at the Pennsauken site. See **Exhibit 'C'** for an aerial view of the entire fuel facility. Pennsauken's existing fuel facility will be demolished and removed under this project. At the time of the project site visit, the Pennsauken fuel facility was in operating condition. The Pennsauken maintenance building and yard shall remain fully operational during construction.

The project also includes replacing and relocating the material storage bins to another location within yard. A new generator will also be installed to provide backup power to the entire facility. The entire yard will be paved in a manner that prevents water puddles from forming.

Additionally, the water piping supply to the maintenance building at the facility has significant delays in filling the water tanks utilized for the new road sweepers and road cleaning trucks used by the roadway maintenance operations by the NJDOT. The water supply line will be evaluated and upgraded to increase the flow rate to the building allowing the water tanks on the new street cleaning equipment to be filled quicker thereby improving the efficiency of the roadway maintenance operations by the DOT.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. PENNSAUKEN NEW FUEL FACILITY DESIGN REQUIREMENTS

1. General:

The Consultant shall provide the Design, Construction Administration, Permitting and Bid/Award services to evaluate and install a new above ground fuel dispensing facility, a new 6,000 gallon unleaded gasoline fuel above ground storage tank (AST), an 4,000 gallon diesel fuel AST, a new stand-by diesel fuel generator and relocate the facility's material storage bins at DOT Pennsauken Maintenance Yard in Camden County. The current fuel facility shall be decommissioned and both fuel tanks shall be removed from the project site.

The Consultant shall provide the design for the new fuel facility to be constructed in a new location such that traffic flow through the yard is improved. The Consultant shall include in the design and installation of the new fuel dispensers and new fuel ASTs tanks to a DOT approved location outside the fenced perimeter to reduce traffic congestion. The Consultant shall include a traffic flow routing plan throughout all hours including peak traffic hours during the day and/or night. The design shall include site lighting at the new location of the fuel facility.

The fuel facility design shall have the four (4) single product fuel dispensers on a concrete pad with fueling capability on both sides of the island similar the NJDOT Branchville Fuel Facility. The entire fuel facility shall be covered by a canopy. All fuel piping will be above ground. Drawings by LAN Associates for the Branchville site (T0660-00) will be provided to the Consultant at the pre-proposal meeting.

The Consultant shall include in the design the demolition and removal of the existing fuel facility, ASTs, and all related piping. Site grading and storm water drainage improvements to the maintenance yard shall be included in the design. The site will be resurfaced and paved after all construction is completed.

Permits and a Spill Prevention, Control and Countermeasure Plan will need to be addressed or updated. Design drawings for the material bin storage structures from other project sites will be provided as a guide to the Consultant. Boundary and utility surveys shall be requested and obtained by the Consultant.

2. Demolition & ASTs Removal:

The Consultant shall provide construction documents to demolish and remove the existing fuel dispensing equipment and both ASTs at the project site. The existing Veeder-Root Fuel TLS-450 tank monitoring panel and card shall be retained for reuse with the new fuel station.

3. Storm Water Drainage:

The consultant shall provide a design to modify the existing storm water drainage at the site to accommodate the new relocation of the fuel facility and storage bins. Inlets and stormwater pipes shall be removed and replaced as necessary.

4. Geotechnical Data:

Provide a Geotechnical Report as necessary to identify any conditions that may impact the design.

The geo-technical requirements shall include but not be limited to the following information:

1. Soil Borings: Obtain soil borings of sufficient quantity to identify any conditions that may impact the design of foundations. All soil boring data shall be included in the design documents for contractor reference.

2. Water Table: Identify the maximum elevation of the water table at the construction site to determine how it will impact the design for foundation, water proofing, and site drainage, as applicable.

5. New Fuel Facility & ASTs Installation:

The new above ground fuel dispensing facility shall have four (4) new single hose single product compact fuel dispensers and two (2) new above ground fuel storage tanks (AST) or one split tank. The new facility will have a minimum storage tank capacity of 6,000 gallons of unleaded gasoline and a second AST with a minimum storage tank capacity of 4,000 gallons of diesel fuel or one split tank with the respective capacities for each fuel. The new fuel facility shall be completely covered by a canopy.

The Design Consultant shall determine an Agency approved location for the new onsite fueling facility. Based upon the available footprint, NJDOT preference for the new fuel facility shall

allow for fueling capabilities on both sides of the new fuel facility. The Consultant shall provide the design for a fueling facility with single sided fueling capabilities if determined during the design fueling capabilities on both sides cannot be constructed. The existing card reader shall be retained for reuse with the new fuel facility.

The Consultant shall review the drawings by LAN Associates for the fuel facility at NJDOT's Branchville site. The Consultant shall submit all structural calculations as required for the tank pads, anchoring system and canopy. Conduct soil borings to obtain geo-technical information, as necessary.

Gasoline dispensing equipment shall comply with all current Enhanced Vapor Recovery requirements.

Tank locations shall be provided with minimum setback and clearances per the National Fire Protection Association (NFPA) and the International Fire Code (IFC).

6. Spill Prevention, Control, and Countermeasure Plan:

The Consultant shall develop a Spill Prevention, Control, and Countermeasure Plan or revise the existing plan as required to address the new above ground storage tanks.

7. Concrete Pad:

The Consultant shall provide the design and specifications to construct a new concrete pad at the Agency approved location for the two (2) new fuel above ground storage tanks (AST) or single split tank. Provide for geotechnical testing to facilitate the concrete pad design. Provide signed and sealed structural calculations for the new pad verifying that they will support the new equipment.

B. NEW GENERATOR

1. General:

The Consultant shall provide the design and specifications for a new generator with classification, power, capacity, and size determined according to load requirements in order to back up the entire DOT facility. The design shall provide for new power and control wiring where needed. The new generator shall be located outside in a weather tight enclosure.

The new generator must provide backup power within 10 seconds of normal power failure. Investigate industry-recognized manufacturers of the replacement components to be specified in the design documents. Items to consider shall include, but not be limited to product reliability and performance, manufacturer's years of service, equipment costs, warranties, guarantees, delivery schedule, compatibility with the existing equipment and related components, physical

size, etc. Note that the names of three "equal" manufacturers shall be identified and included in the design documents for reference.

The new generator shall be powered by diesel fuel. The Consultant shall verify there is ample fuel to run the new generator for 72 hours. Determine the need to add a new fuel storage tank, if necessary. Provide all piping to the new generator including but not limited to any underground routing to the new outdoor generator location.

The Consultant shall evaluate the generator design criteria based on a thorough evaluation of requirements of NEC Articles 700, 701, and 702. The Consultant shall be responsible for determining the applicable NEC Code Article for the generator being replaced.

2. Location:

The Design Consultant shall investigate suggested locations, provide recommendations, and identify requirements, such as structural calculations for new pads as necessary.

The Design Consultant shall investigate the facility and identify the locations and requirements such as geotechnical testing and foundation requirements.

3. Drawings:

Provide a Single- Line Diagram to show new generator tie-in details that identifies the name, location, and rating of all switchgears, transformers and generator control panel components to be replaced. Include all demand factors, switch and panel schedules, wiring identification codes, drawing legends, etc. on the documents.

Provide short circuit study and selective coordination study of over-current protection devices.

Provide details on the drawings of any special assembly, electrical tie in requirements, or any other governing or limiting factor of the manufacturer's system component. The drawings shall be prepared with sufficient flexibility to accommodate variations among the equipment manufacturers approved by the Project Team.

4. Generator Pad:

The Consultant shall provide the design and specifications to construct a new concrete pad for the new generator and fuel tank as necessary. Provide signed and sealed structural calculations, verifying that they will support the new equipment. Conduct geotechnical testing which would include soil borings and a geotechnical report as necessary.

5. Control and Switchgear Equipment:

The Consultant shall evaluate the existing electrical distribution system and normal power interface. Identify all of the systems to be backed up.

Provide the design and specification for a master control system, automatic transfer switch, new circuit breaker switchgear, and all further details regarding the sequence of operations. Provide all power, control wiring and any underground routing to the new generator.

6. Generator Annunciator Panel:

Provide a new generator annunciator panel. Supply a Remote Annunciator Panel at a location that is a manned 24-7 work station or at a location that is visual to the occupants of the building.

The Consultant shall include in their design local annunciator panels and wireless annunciator panels at approved occupied workstations within the DOT facility or approved workstations within the facility.

7. Equipment Installation Schedule:

Develop a proposed sequenced phased construction schedule that identifies how the new generator, components, switchgear, and other related equipment are to be installed. Minimize the required downtime and switchover periods.

The final approved schedule shall be included in Division 1 of the specification for Contractor reference during bidding.

Determine all construction schedule coordination requirements with the local Electrical Utility Company and the Agency's project team. Identify the need for temporary backup power if necessary during any anticipated power shutdown duration and include the information in the design documents for reference.

8. Equipment Tests:

The design documents shall include detailed test requirements of the new equipment and systems. The Contractor and a certified testing lab shall perform operational tests of the completed installation to certify their proper operation. All test results shall be bound in a booklet and three (3) copies presented to the Project Manager for record.

9. Spare Parts:

A critical spare parts list shall be prepared for all appropriate items and purchased as part of this project. The Consultant shall include provisions for the manufacturer/vendor of the equipment to

provide critical spare and maintenance parts as part of this project. All of the critical parts shall be reviewed and approved by the Client Agencies.

C. NEW MATERIAL STORAGE BINS

1. General:

The Consultant shall provide construction documents for a three (3) bay material storage building. The building shall include a roof, side walls, and a rear wall to protect the materials from the elements similar to the example shown in **Exhibit 'E'**. The Consultant shall be responsible for designing all the elements needed for the building, including site planning, location, foundation and interior lighting.

Provide the design to provide interior lighting and outlets for equipment block heaters under the roof canopy of each building structure.

Design drawings for the material bin storage structures from other project sites will be provided as a guide to the Consultant at the pre-proposal meeting.

2. Geotechnical Investigation:

The Consultant shall conduct geotechnical investigations, as necessary, to determine and identify: soil conditions, water table and soil bearing capacity, etc. of the proposed construction areas on the site. All soil borings shall be accurately surveyed and their dimensioned locations with the test data shall be shown on the site plan. Costs to conduct the geotechnical investigation shall be part of the Consultant's Lump Sum Fee.

The Consultant or Sub-Consulting firm selected by the Consultant is to conduct the geotechnical tests and prepare any documents to facilitate the construction of the buildings described above. This firm shall estimate all of the costs associated with the work and submit that amount to the Consultant prior to the proposed due date.

The geo-technical requirements shall include but not be limited to the following information:

a. Soil Borings:

Obtain soil borings of sufficient quantity to identify any conditions that may impact the design for any footings, foundations, utility trenches, sidewalks, parking lots, etc.

All soil boring data/results shall be included in a report.

b. Soil Boring Drawings:

Provide a plot plan giving dimensioned locations of the test borings on the topographic/utility survey plan. Provide vertical sections for each boring plotted and graphically presented showing the number of borings, sampling method used, date of start and finish, surface elevations, description of soil and thickness of each layer. Note the location of strata containing organic materials, wet materials, or other inconsistencies that might affect the engineering conclusions.

Describe the existing surface conditions, and summarize the subsurface conditions found to be present on the site. Present a profile and/or topographic map of rock or other bearing stratum.

Provide four (4) bound copies of the soil boring laboratory report from a pre-qualified Testing Lab that includes an assessment of the core samples soil properties.

c. Water Table:

Identify the maximum elevation of the water table at the construction site to determine how it will impact the design for any footings, foundations, trenches, underground utilities, and site drainage.

d. Soil Investigation:

The Consultant shall install soil borings, collect soil, and ground water samples. The Consultant shall conduct full panel of tests on the soil to characterize it for disposal and test the ground water for volatile and semi-volatile compounds. The Consultant shall attach the soil investigation report with the specifications

e. Backfilling:

Provide the design to properly backfill and compact the geotech pits under the direction of a representative of The Department of Transportation. Coordinate and confirm the paving of the geotech pits with a DOT representative.

3. Surveys:

The Consultant shall conduct all necessary surveys including, but not limited to, boundary topographical and utilities survey.

D. WATER SUPPLY LINE

The Design Consultant shall consult with the water utility service provider to determine the availability and feasibility of upgrading approximately 150 feet of domestic water piping from

the public water main to the Pennsauken facility maintenance building replacing the 1.5 inch water supply line with a 2.5 inch supply line. (See **Exhibit 'E'** Drawing)

The Design Consultant shall provide the construction documentation and design documents to replace the water supply piping. The design documents shall include all related equipment, including but not limited to, temporary utilities and facilities, piping, valves, hydrants, outlets, controls, backflow preventers, and meters.

The Consultant shall include in the design documents the following for the water service provider:

Merchantville-Pennsauken Water Commission
6751 Westfield Avenue
Pennsauken, New Jersey 08110
Phone: (856)663-0043

The design documents shall identify the existing underground utility line locations, sizes, and elevations of critical crossing points that will be impacted by this upgrade. Underground utilities shall include items such as: fire and domestic water, steam, gas, storm, sewer, fiber optic, cable, and telephone lines, manholes, basin and inlet connections, utility chambers and tunnels, etc. This information shall be used to document their locations on the design drawings and prevent utility line interference, excavation accidents, utility disruption or shutdown during the installation and tie-in of the new lines to the existing utility infrastructure.

All "on site" underground utility survey information and previous "on site" underground utility survey reports supplied by the Client Agency or DPMC shall be provided as part of this upgrade and must be field verified and confirmed with line detection methods by the Consultant. The Consultant shall anticipate the costs necessary to update these documents to obtain the appropriate underground utility information and include that amount in the base bid of their fee proposal.

E. 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.

F. 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.

- NJDOT Maintenance Building, Salt Storage Building & Volatile Storage Building, 06-01-1967, Dante J. D'Anastasio, AIA
- T0588-04 Tank Slab Installation Pennsauken Maintenance Yard, 10/22/2018, Ronald A. Sebring Associates, LLC.
- Salt Storage Structure Sketch Pennsauken Maintenance, 9/4/2012, Free Structures, Inc.
- T0427-05 Upgrade of Above Ground Fuel Storage Tanks and Site Modifications for Permanent Installation As-Built, 4/18/2005 , JDK Associates, LLC
- T0613-00 Netcong Fuel Facility Installation As-Builts, 8/30/2019, LAN Associates
- T0660-00 Branchville Maintenance Facility, 6/22/2022

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

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

VIII. PERMITS & APPROVALS

A. NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT

The project construction documents must comply with the latest adopted edition of the NJ Uniform Construction Code (NJUCC).
The latest NJUCC Adopted Codes and Standards can be found at:

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

1. NJ Uniform Construction Code (NJUCC) Plan Review

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

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

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

Procedures for submission to the DCA Plan Review Unit can be found at:
https://www.state.nj.us/dca/divisions/codes/forms/pdf_bcpr/pr_app_guide.pdf

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

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

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

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

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

2. NJ Uniform Construction Code Permit

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

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

https://www.nj.gov/dca/divisions/codes/resources/constructionpermitforms.html

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

3. Prior Approval Certification Letters:

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

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

4. Multi-building or Multi-site Permits:

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

5. Special Inspections:

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

Bulletin 03-5 can be found at:

http://www.state.nj.us/dca/divisions/codes/publications/pdf_bulletins/b_03_5.pdf

a. Definition:

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

Special inspectors shall be certified in accordance with the requirements in the New Jersey Uniform Construction Code.

b. Responsibilities:

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

B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS

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

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

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

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

IX. ENERGY REBATE AND INCENTIVE PROGRAMS

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

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

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

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

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

X. ALLOWANCES

A. PLAN REVIEW AND PERMIT FEE ALLOWANCE

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

1. Permits:

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

2. Permit Costs:

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

NOTE: The NJ Uniform Construction Code permit is excluded since it will be paid for by the State.

3. Applications:

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

4. Consultant Fee:

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

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

XI. SOW SIGNATURE APPROVAL SHEET

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

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

SOW PREPARED BY: Alison F. Gottlieb 10/24/2024
ALISON F. GOTTLIEB PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 10/24/2024
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Dennis W. Meszaros 10/28/2024
DENNIS W. MESZAROS, EXECUTIVE MANAGER DATE
NEW JERSEY DEPARTMENT OF TRANSPORTATION

SOW APPROVED BY: Babatunde Ogunnubi 10/28/2024
BABATUNDE OGUNNUBI, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Jeanette M Barnard 1.13.25
JEANETTE BARNARD, DEPUTY DIRECTOR DATE
DIV PROPERTY MGT & CONSTRUCTION

XII. CONTRACT DELIVERABLES

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

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

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

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

XIII. EXHIBITS

A. SAMPLE PROJECT SCHEDULE FORMAT
B. PROJECT SITE LOCATION MAP
C. PHOTOS
D. EXAMPLES OF MATERIAL STORAGE STRUCTURE
E. DRAWING

END OF SCOPE OF WORK

DPMC Project No.: T0706-00

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						
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.: T0706-00

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						
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.: T0706-00

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						
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.: T0706-00

Deliverables Checklist
Permit Application Phase

A/E Name: _____

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

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

_____ _____

Consultant Signature Date

DPMC Project No.: T0706-00

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.: T0706-00

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.: T0706-00

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

February 7, 1997
Rev.: January 29, 2002

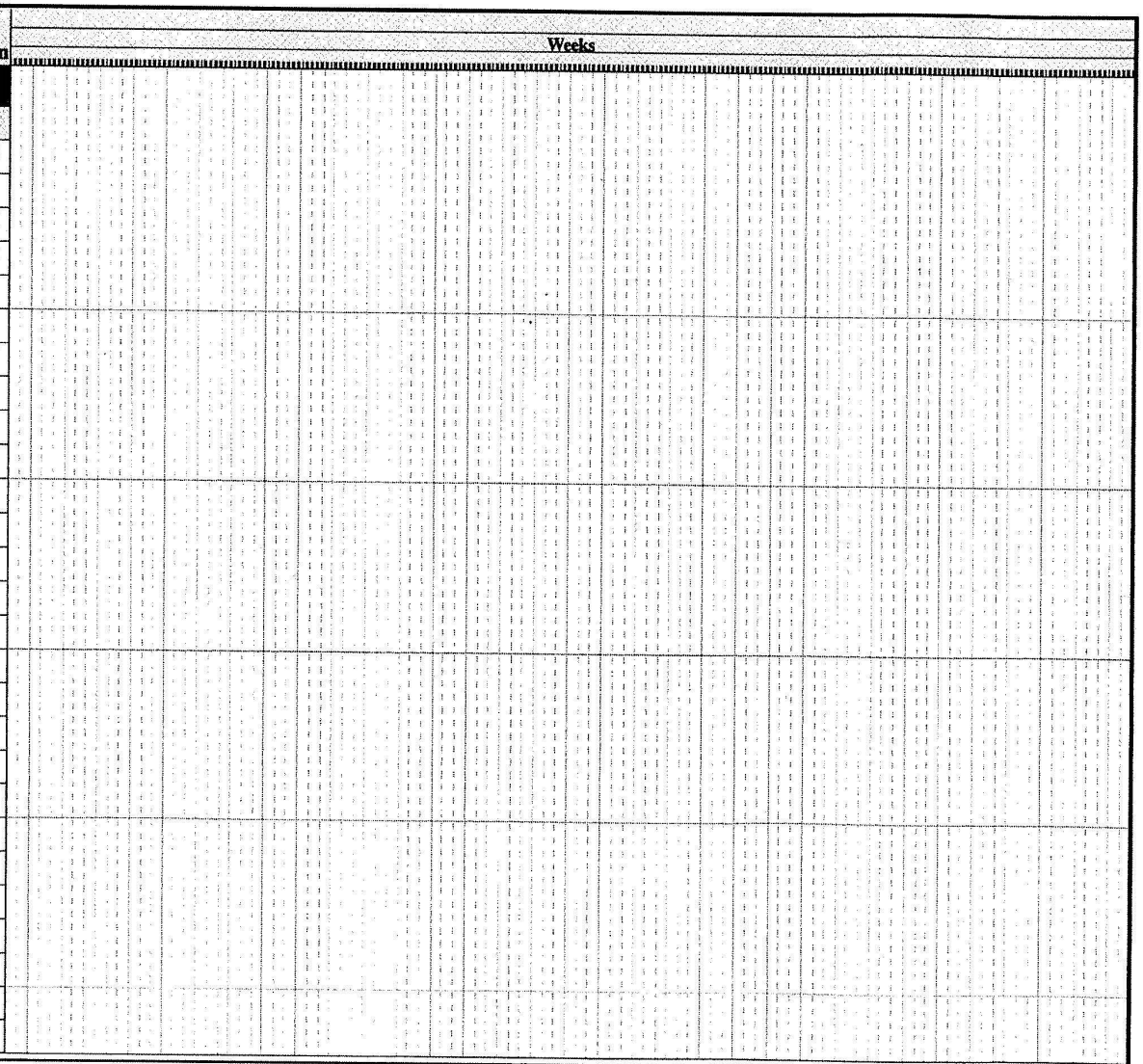
Responsible Group Code Table

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

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

EXHIBIT 'A'

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



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

DBCA - TEST

Sheet 1 of 3

Bureau of Design & Construction Services

EXHIBIT 'A'

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

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

Bureau of Design & Construction Services

EXHIBIT 'A'

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

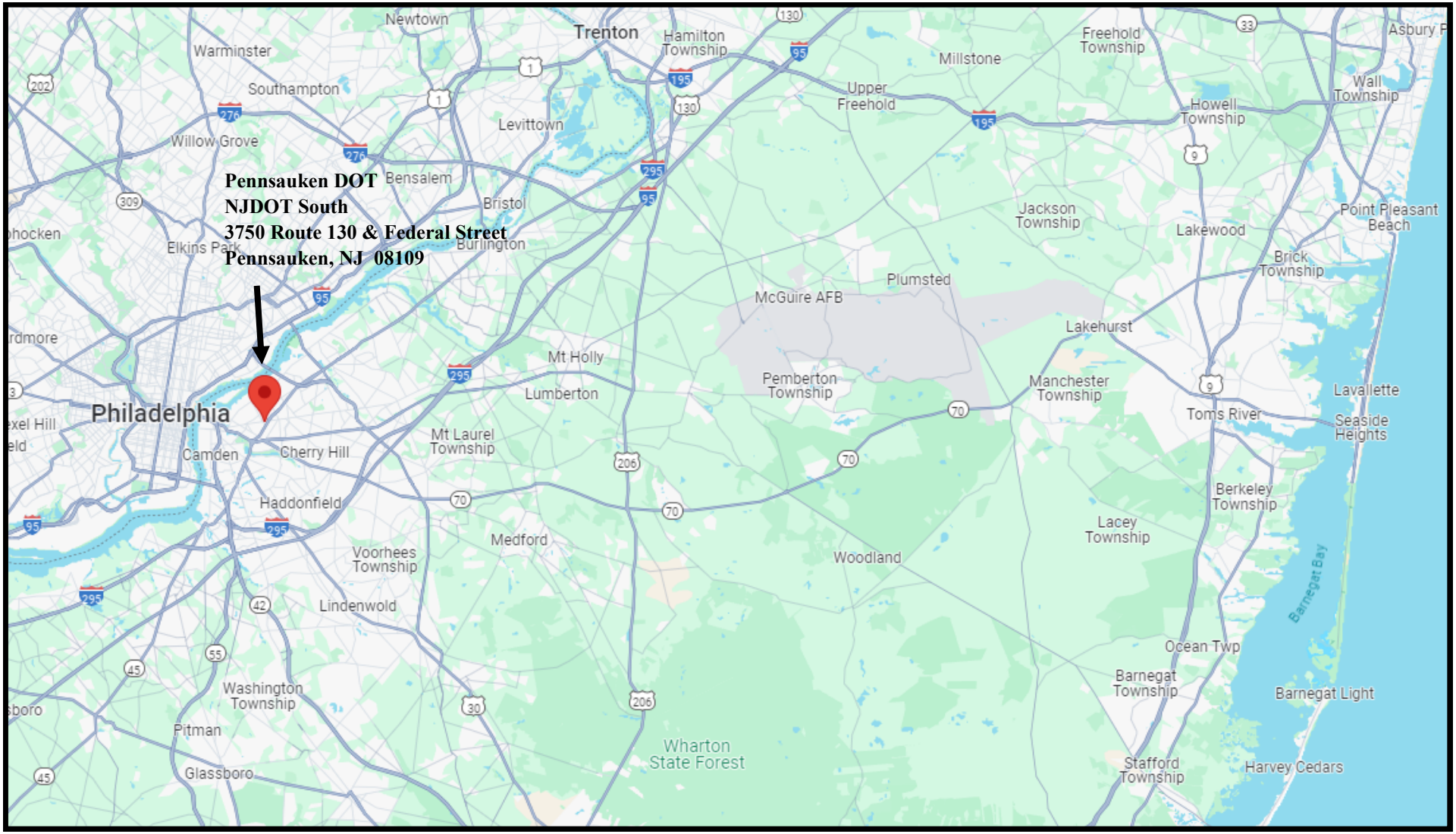
NOTE:
Refer to section "IV Project Schedule" of the Scope of Work for contract phase durations.

DBCA - TEST

Sheet 3 of 3

Bureau of Design & Construction Services

EXHIBIT 'A'



Project Site Location Map

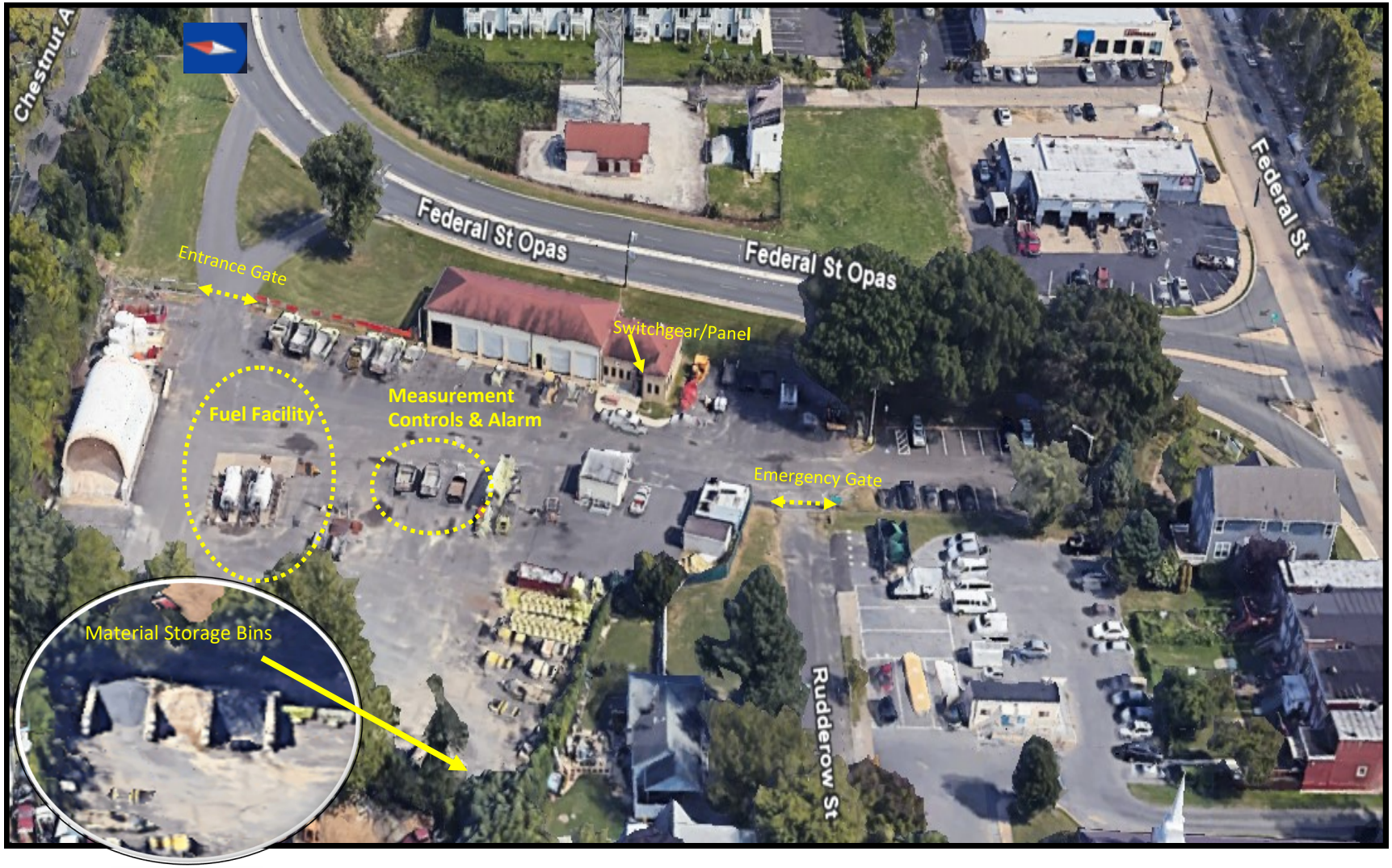
NJDOT Pennsauken Maintenance Yard

EXHIBIT 'B'

Project Location

NJDOT Pennsauken Maintenance Yard - Fuel Facility

EXHIBIT 'B'



Project Site

NJDOT Pennsauken Maintenance Yard - Fuel Facility

EXHIBIT 'B'

Photos

Pennsauken Fuel Facility

EXHIBIT ‘C’

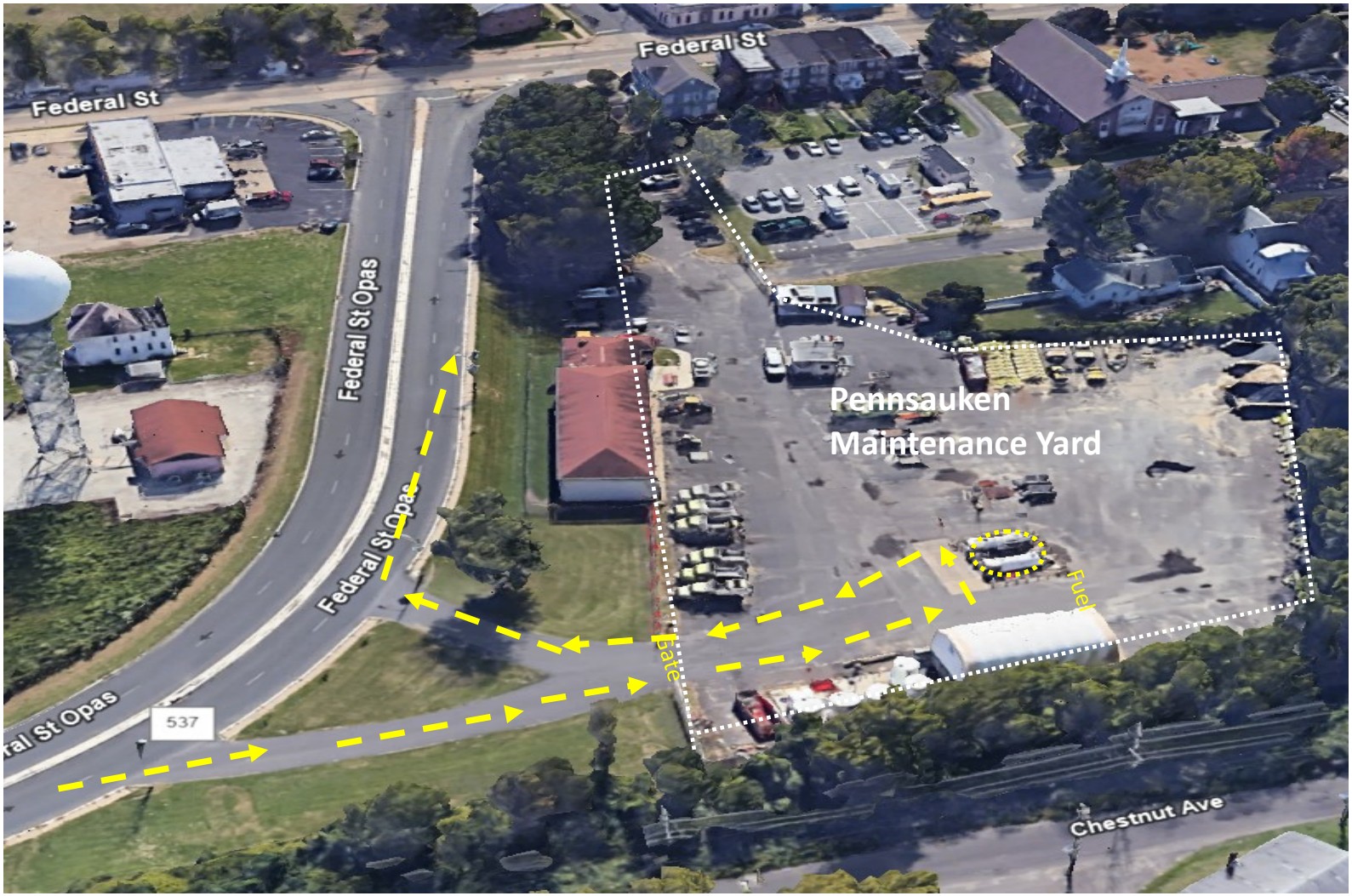

Material Storage Bins


Switchgear

Photos

Pennsauken Fuel Facility

EXHIBIT 'C'



Photos

Pennsauken Fuel Facility - Current Traffic Flow

EXHIBIT 'C'

Example of Material Storage Structure

EXHIBIT ‘D’

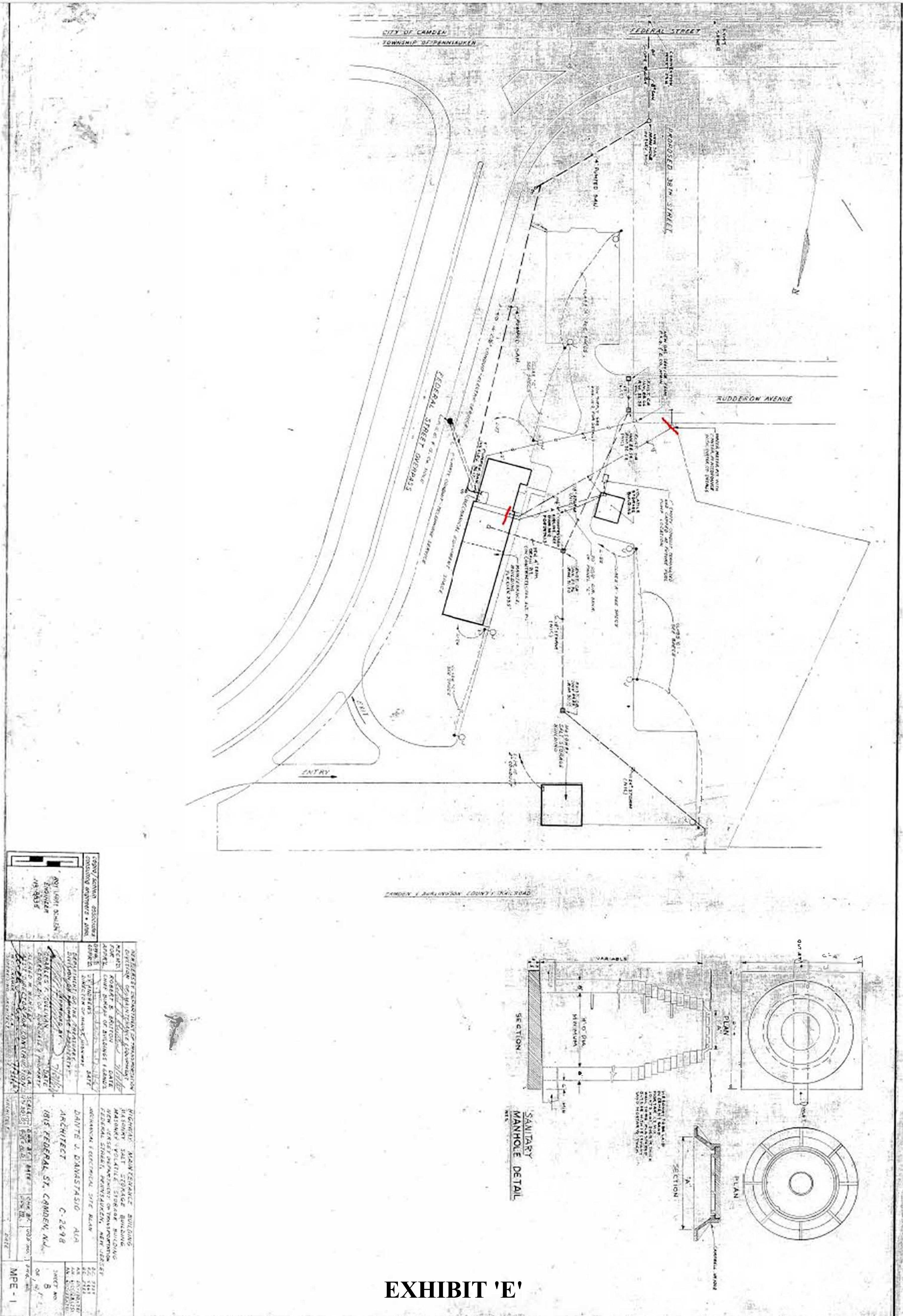

CITY OF CAMDEN
TOWNSHIP OF PENNSAUKEN
FEDERAL STREET
RUDDEROW AVENUE
FEDERAL STREET OVERPASS
EXIT
ENTRY
CAMDEN & BURLINGTON COUNTY RAILROAD
SANITARY MANHOLE DETAIL
SECTION
PLAN
HIGHWAY MAINTENANCE BUILDING
DANTE J. DiANASTASIO AIA
ARCHITECT C-2698
1815 FEDERAL ST. CAMDEN, N.J.
MPE-1

EXHIBIT 'E'