

SCOPE OF WORK

New Office and Equipment Storage Building

NJDOT Knowlton Rest Area
Knowlton, Warren County, NJ

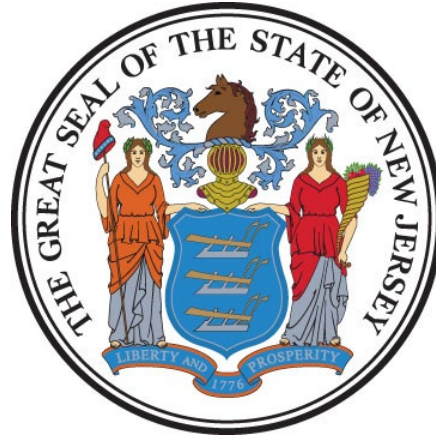
Project No. T0710-00

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: January 23, 2025

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I. OBJECTIVE

The objective of this project is to design and construct a new office and equipment storage building for the staff at the Knowlton Rest Area. Due to space limitations, the office and storage functions may be combined into one building. See **Exhibit 'B'** for the project site location.

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**
- **P007 Structural Engineering**
- **P009 Soils Engineering**
- **P010 Fire Protection 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 \$2,000,000

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 \$2,630,000

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 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. Program Phase	28
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
3. Schematic Design Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
4. Design Development Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14

5. Final Design Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14
6. Final Design Re-Submission to Address Comments	7
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14
7. DCA Submission Plan Review	30
8. Permit Application Phase	7
• <i>Issue Plan Release</i>	14
9. Bid Phase	42
10. Award Phase	28
11. Construction Phase	240
12. 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 Knowlton Rest Area
Mile Marker 7.2, Eastbound Route 80
Knowlton, New Jersey 07832

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: Nehad Mohamed, Project Manager
Address: Division of Property Management & Construction
20 West State Street, 3rd Floor
Trenton, NJ 08608-1206
Phone No: (609) 802-5354
E-Mail: Nehad.Mohamed@treas.nj.gov

2. NJ Department of Transportation Representative:

Name: Ted Theuri, Facilities Engineer
Address: Department of Transportation, Division of Support Services
P.O. Box: 600
1035 Parkway Avenue
Ewing, New Jersey
Phone No: (609) 963-2714
E-Mail: Ted.Theuri@dot.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

The Knowlton Township Rest Area was constructed in the early 1980's to provide restroom and break facilities for the traveling public on Interstate Route 80.

The staff at the Knowlton Rest Area reside in an office trailer that is insufficient for staff. They also have multiple pieces of equipment including vehicles used for snow operations that are exposed to the weather as there is only small garages and sheds to store this equipment. See **Exhibit 'C'** for a site map.

Site amenities include extensive plaza area, walkways with connections to both parking areas, picnic area with tables and benches. The rest area is open seven days a week but the staff is only there eight hours a day.

B. FUNCTIONAL DESCRIPTION OF THE BUILDING

The Knowlton Rest Area is located on the south side of the eastbound lane of Interstate 80 in the Township of Knowlton, Warren County, NJ. The Rest Area consists of a Service Building, a Utility Building, an Office Building (Trailer), several wood sheds, an extensive plaza, and walkway areas with connections to both parking areas. A picnic area with tables and benches is located on the north side of the site. The Service Building is not part of the project.

The Utility Building, which contains approximately 700 square feet, contains a pump control room, chlorination room, and a standby generator room servicing the Rest Area. The diesel fueled generator is a 98 KVA Kohler Power Systems model that is relatively new but may not cover the needs of the new office and storage building.

The Office Building is a trailer that is relatively new. It is not clear at this time as to whether the trailer will be kept as part of the expanded office space, moved or demolished. If it is moved or demolished, a temporary office will be needed during construction. The trailer was installed under project T0553-01. Drawings will be provided to the Consultant. Note that the existing trailer does not have restrooms.

DOT would like a new office building similar to one built at the McKee City Maintenance Yard under project T0593-00. However, space constraints may require modification. Drawings for T0593-00 will be provided to the Consultant.

DOT would like an equipment storage building similar to storage buildings built at other sites under project T0496-00. Drawings for T0496-00 will be provided to the Consultant. A

minimum of 2 bays is desired. Space constraints may dictate that the buildings are combined. See **Exhibit 'D'** for photos of the site.

As a minimum, the DOT is looking for a small office for about eight staff that includes men's and women's restrooms and a two bay equipment storage building.

Fire suppression does not appear to be necessary but will be part of the project as an allowance. The rest area also contains a 25,000 gallon water tower that was constructed in 1982. An evaluation was performed in December of 2014 that will be provided to the Consultant for background reference.

The onsite sewage treatment plant at the Knowlton Township Rest Area treats sewage generated from the restroom facilities in the services building. The plant capacity is 25,000 gallons per day. The plant was upgraded under project T0504-00 in 2015. As-Built drawings from this project will be provided to the consultant.

Other buildings on the site include storage buildings and sheds that shall remain. There is no natural gas onsite.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. DESIGN REQUIREMENTS

1. General:

The Consultant shall provide the design, specifications, permitting, bid/award and construction administration services to construct a new office space and the new equipment storage building at the DOT Knowlton Rest Area. The Consultant shall consider previous projects T0593-00 and T0496-00 as a reference in the design and may adapt the plans to the Knowlton site. The Consultant shall be responsible for designing all the elements needed for the new construction, including site planning, location, foundation, utilities and landscaping.

2. Roofing System:

Provide a new roofing system for the new DOT building to match the existing Service Building roof for review and approval by the DOT and project team.

3. Furniture:

Fixed furniture layout plans for the office shall be included.

4. HVAC System:

The Consultant shall provide a HVAC system for the new building.

5. Plumbing:

Construction documents shall include the location of all equipment associated with plumbing and related piping components. Separate riser diagrams shall be shown, as applicable, for fuel oil, sanitary drain and vent system, hot and cold water distribution system and storm drainage system. Equipment connections shall be identified on all schematic and riser diagrams. Include a fixture schedule on the drawings listing each fixture, description, trap & vent sizes, values, and hot and cold water connection pipe sizes.

Include all design details and information required for the proper fire stopping for all floor and wall penetrations of building elements (walls, partitions, etc.).

6. Electrical:

Provide an electrical distribution system for new building(s) and all new site lighting fixtures.

Electrical drawings shall include all supply service equipment, lighting, power, communications, fire alarm, security, 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 indicated 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.

7. Electrical Upgrade Allowance:

It is unclear as to whether the existing site electrical distribution system, including the transformer and generator, need to be upgraded to accommodate the new construction. The Consultant shall estimate the cost to provide design and construction administration services to upgrade the existing electrical system, including the generator and transformer, and include that amount in its fee proposal line item entitled “**Electrical Upgrade Allowance**”. Any funds remaining in the allowance will be returned to the State at the end of the project

8. Soil Investigation:

The consultant shall install soil borings and 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 groundwater for volatile and semi-volatile compounds. The consultant to attach the soil investigation report with the specifications.

Consultant shall estimate the costs to complete the soils analysis and soils contamination testing and include that amount on their fee proposal line item entitled “**Site Geotechnical Allowance**”, refer to paragraph X.D. 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 Site Geotechnical Allowance will be returned to the State at the close of the project.

9. Fire Detection:

Provide the design and specifications for a complete installation of a building fire alarm and fire protection system for the new building(s).

10. Fire Suppression System Allowance:

The Consultant shall estimate the cost to provide design and construction administration services for a fire suppression system for the building(s) and include that amount in its fee proposal line item entitled, “**Fire Suppression Design Allowance**”. Any funds remaining in the allowance will be returned to the State at the end of the project.

A water flow test shall be covered by the allowance and be conducted at the site to determine the available water pressure and flow for the proposed suppression system. The water flow test shall be witnessed by DPMC’s Plan Review Unit and the results/report shall be submitted to the DPMC Plan Review Unit before the submission of the design drawings.

The fire suppression system design shall include, but not be limited to, complete construction documents showing the layout and sizes of the sprinkler piping and locations of all sprinkler heads on the floor plans of the building(s). Signed and sealed hydraulic calculations, and water pressure data for the fire suppression sprinkler system shall be submitted to the DPMC Plan Review Unit.

11. Data and Communications System:

The consultant shall provide design for the network, telephone and data communication system for the new building. Construction documents shall include location of the data jacks and wiring circuits for all proposed data and communication system for the new building. Documents shall

include the wire sizes, switch and panel schedules, conduits, panels, hangers, supports, mounting brackets, termination outlets, switches, and other related components for the equipment. The location, capacity, and space requirements for all the equipment shall be indicated.

12. Security:

Construction documents shall include wiring, outlet/power connections, support brackets and shelving for security cameras and card readers. Consultant shall determine the location of security cameras and card readers to be installed in coordination with Motorola/Avigilon and DOT Support Services. Contact information will be provided upon award. Construction documents shall include security systems for the new buildings including access control system.

13. Code Updates:

The consultants shall be responsible for updating the design for the any Code and Standards updates as per the DCA/DPMC Code Review during and after the design at no additional cost to the State.

14. Temporary Construction Site:

Construction documents shall provide information on the appropriate drawing(s) that locate all temporary site construction roads, construction office trailer(s), dumpsters, material and equipment storage trailers and Contractor parking areas.

Construction documents shall include requirements for a fence with lockable gates and construction site lighting as applicable.

Temporary utilities shall be provided for the trailers installed by the Contractors.

B. SITE WORK

1. Parking Lots & Roadways:

Construction documents shall include paving and parking lots as needed and based on budgetary considerations. Consultant shall, as part of the Program Phase, evaluate and estimate the cost of each proposed item and provide a written report to the Project Team.

Parking lot and roadway surfaces shall be bituminous concrete and shall have appropriate striping, signage and lighting. Concrete curbing shall be installed along the edge of all new roadways and around the perimeter and islands of the parking lots. Handicap curb cuts shall be included at appropriate locations. All grading shall provide appropriate slopes for storm water runoff to curbs, gutters and inlets tied into the existing site drainage system.

All costs associated with evaluating, estimating, preparing written reports and providing design services for repairing and striping parking lots and roadways shall be included in the consultant's lump sum fee proposal.

2. Sidewalks:

Evaluate the path of travel, and any areas requiring access (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. Incorporate barrier free access ramps and curb cuts, wherever the barrier free path of travel is required.

3. Signage:

Construction documents shall include exterior site signage, as applicable.

Site signage shall include, but is not limited to, directions, information, travel paths, entrances, use restrictions, handicap parking spaces, speed restrictions, and similar directives. Propose specifications for signage using a clearly visible sign from roadway. 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 exterior signage at the street, shall be illuminated and of a size/shape as determined by the DOT.

4. Site Lighting:

Pole mounted site lighting shall be integrated into the architectural and landscape design for the parking areas, paths, pedestrian sidewalks, stairs, roadways, and other areas or equipment requiring proper illumination for visibility, surveillance and personnel safety. Spacing and heights of the light poles shall ensure proper coverage of the areas illuminated. Lighting levels shall comply with approved design standards and be sufficient to support areas of surveillance. Lamps shall be high efficiency type and have photocell dusk to dawn operational features. Add lighting where new roadways, parking lots, and walkways are added.

5. Secure Fencing & Gate:

Construction documents shall include any agency required secure gates and/or fencing, as necessary.

6. Landscaping and Tree Removal Requirements:

Construction documents shall include a landscaping plan to include, but not limited to, all required seeding, sod, shrubs, bushes, trees, and buffering with adjacent properties where

required. With the removal of trees within the proposed site areas, the below “No Net Loss Reforestation Act” shall be adhered to if applicable:

No Net Loss Reforestation Act:

The proposed location of the new construction building(s) may require the removal of mature trees. On January 29, 2002 the Department of Environmental Protection issued the NJ No Net Loss Reforestation Act P.L. 1993, c.106 (C.13:1L-14.2), as amended, that requires all State entities that deforest a half-acre or more of forested land will fall under the act and reforestation plans will be mandatory. The Consultant shall address the No Net Loss Reforestation Act in the design documents of this project if required.

7. Storm Water Management:

The Consultant shall evaluate surfaces considered pervious or semi-pervious for the exterior. Storm water management measures for water quality for the project shall meet the requirements of N.J.A.C.7:8 Storm Water Management. Where possible and beneficial, utilization of pervious surfaces shall be a consideration.

Existing storm water drainage infrastructure shall be consider and modified as required to be in compliance with N.J.A.C.7:8 Storm Water Management.

C. SITE UTILITIES

1. Underground Utilities:

Construction documents shall identify the size and location of all underground utility lines. The utility line sizes, locations and elevations shall be shown on the design drawings for Contractor reference.

2. Utility Capacities:

Consultant shall survey the site utilities to determine their capacity to meet the requirements of this project. Develop a table that identifies the maximum capacity rating based on the capacities anticipated for the new facility utilities. Provide the most cost-effective design to provide the required utilities to the new buildings based on costs of the installation of new utilities that will originate from the main supply lines.

3. Utility Verification Letter:

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

service. 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 and Switchgear:

Include schematic drawings of the electric distribution system of the facility indicating all components of the distribution system including, but not limited to, panels, subpanels, breakers, transformers, meters and lines. Consultant shall coordinate with the electrical utility company representatives as required for service improvements.

5. Water Service:

Construction documents shall provide adequate water service to the facility for domestic and fire protection purposes. Design as necessary, including details for tie-in to the new fire protection system. Consultant shall coordinate with water utility representatives as required for service improvements. Consultant shall determine, and include in the construction documents, any requirements for the construction contractor to coordinate with the water utility including, but not limited to, inspections, termination and/or tie-in fees, construction contract limit lines, material and equipment to be provided by both parties.

6. Data and Communication System:

The consultant shall provide a design for the service to the new building for the network data and communication system.

7. Sanitary Sewer System:

Construction documents shall include any outside work as applicable. Evaluate and incorporate design details to address any site sanitary issues as identified.

D. SITE PLAN

1. Existing Information:

Consultant shall obtain all additional field measurements and record all data necessary to provide an accurate site survey of the existing conditions. Items shall include, but not limited to, any sidewalks, curbing, parking lots and islands, storm drainage inlets, utility manhole covers, fences, trees, rock formations, site lighting, signage, and other relevant physical landscape features.

2. Site Survey Drawing:

Consultant shall provide a scaled survey drawing that depicts the dimensioned locations of the hardscape, landscape, and landmark features that are to remain, those that are to be removed, and those that are to be constructed. Identify the property boundary lines on the drawing. Include adjoining highways and streets outside the property lines where appropriate for ingress and egress information. The subdivision drawing is included with the Feasibility Study. All horizontal control shall be on the New Jersey State Plane Coordinate System (NAD 83) and vertical datum shall be the North American Vertical Datum of 1988 (NAVD 88).

3. Topographic Survey:

Consultant shall obtain all field measurements and record all data necessary to provide an accurate topographic survey of the facility. Surface features shall include, but not be limited to the public streets, alleys, roadways, parking lot surface area, sidewalks and curbing, utility rims, and other appropriate objects. Consultant shall provide a topographic survey drawing that depicts the location and elevation of the existing and new surface features of the construction site. Contours shall be accurately plotted to an acceptable scale and labeled with spot elevations at high, low, and critical points. Property lines shall be indicated within the construction site, and base lines or random traverse points shall be tied to the existing structures where appropriate. Show datum, benchmark, and north arrow in relation to the property lines. Benchmarks must be well defined and described.

E. ENVIRONMENTAL ASSESSMENT

Consultant shall prepare an Environmental Assessment in accordance with Executive Order (EO) No. 215, dated September 11, 1989.

Executive Order No. 215 is available at: <https://nj.gov/infobank/circular/eok215.htm>

The EA shall be completed and submitted to the Department of Environmental Protection (DEP) in the Program Phase of the design process.

As required by EO No. 215, Consultant shall provide a written response to DEP recommendations and shall participate in resolving any recommendations that are in dispute.

All costs associated with the preparation of the EA, response to recommendations and participation in resolving disputes shall be included in the Consultant's lump sum fee proposal.

The Consultant shall analyze the soils conditions in the locations of new building(s) to determine the soil classification and engineering properties. This information shall be used in the design of footings/foundations and slabs.

All soil boring/test pit data obtained shall be included in the construction documents for Contractor reference.

All costs associated with managing, coordinating, and administrating sub consultants providing soil testing services shall be included in the consultant's lump sum fee proposal.

F. SITE SOIL EROSION AND SEDIMENT CONTROL

Consultant shall submit the Application for Soil Erosion and Sediment Control Plan Certification to the local County Soil Conservation District Office. The submission and design requirements, documentation, drawings, calculations, meetings, etc. required for the application shall conform to the guidelines and procedures published by that District Office.

All costs associated with the preparation of the Application for Soil Erosion and Sediment Control Plan Certification shall be included in the Consultant's lump sum fee proposal.

G. DEMOLITION AND SITE EVALUATION

Any grading or site improvements to address construction trailer parking for the new building and general parking (staff/visitors) shall address any grading changes and soil erosion/storm water management compliance, as required. The facility parking lot design shall be coordinated with the DOT and the project team at the initial design stages.

Drawings and specifications will be reviewed by the DPMC Plan Review Unit and the bid clearance form will be signed stating that the permit will be issued upon receipt of all prior approvals and permit applications from the Contractor. Plans and specifications will be held for stamping until such time that the permits are granted. The project will be bid and awarded without stamped documents from the DPMC Plan Review Unit.

H. DESIGN MEETINGS & PRESENTATIONS

1. Design Meetings:

Conduct the appropriate number of review meetings with the Project Team members during each design phase of the project so they may determine if the project meets their requirements, question any aspect of the contract deliverables, and make changes where appropriate. The Consultant shall describe the philosophy and process used in the development of the design criteria and the various alternatives considered to meet the project objectives. Selected studies, sketches, cost estimates, schedules, and other relevant information shall be presented to support the design solutions proposed. Special considerations shall also be addressed such as: Contractor site access limitations, utility shutdowns and switchover coordination, phased construction and schedule requirements, security restrictions, available swing space, material and equipment delivery dates, etc.

It shall also be the responsibility of the Consultant to arrange and require all critical Sub-Consultants to be in attendance at the design review meetings.

Record the minutes of each design meeting and distribute within three (3) calendar days to all attendees and those persons specified to be on the distribution list by the Project Manager.

2. Design Presentations:

The minimum number of design presentations required for each phase of this project is identified below for reference:

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

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

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

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

I. 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.

- Assorted Plans
- DPMC Project T0496-00: DOT Equipment Storage Buildings, Lawrence, Deptford, and Pomona, 4/15/2014, Sonnenfeld & Trocchia Architects, P.A.
- DPMC Project T0504: Sewage Treatment Plant Rehabilitation/Replacement, As-Built August 2015, Suburban Consulting Engineers, Inc.
- DPMC Project T0553-01: Knowlton Rest Area New Crew Breakroom Trailer, 30 November, 2015, Lammey & Giorgio
- DPMC Project T0566-00: Renovation to Rest Area Knowlton Welcome Center, As-Built 1/11/2019, De Biasse & Seminara Architecture Planning Interiors
- DPMC Project T0593-00: New Office Building DOT McKee City Maintenance Yard, 10/30/2020, Ronald A. Sebring Associates, Inc.
- 25000 Gallon Watersphere Evaluation, Handex Consulting and Remediation, December 17, 2014
- DPMC Project T0423-00: Route 80 Knowlton Township Rest Area, 6/22/05, The Ives Group

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/codereg/>

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.

B. ELECTRICAL UPGRADE ALLOWANCE

The Consultant shall estimate the cost to provide design and construction administration services to upgrade the existing electrical system, including the generator and transformer, and include that amount in its fee proposal line item entitled **“Electrical Upgrade Allowance”**.

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

C. FIRE SUPPRESSION DESIGN ALLOWANCE

The Consultant shall estimate the cost to provide design and construction administration services for a fire suppression system for the building(s) and include that amount in its fee proposal line item entitled, **“Fire Suppression Design Allowance”**.

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

D. SITE GEOTECHNICAL ALLOWANCE

The Consultant shall estimate the costs to complete the soils analysis and soils contamination testing and include that amount on their fee proposal line item entitled **“Site Geotechnical Allowance”**, refer to paragraph VII.A.8.

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 Site Geotechnical Allowance will be returned to the State at the close of the project.

PROJECT NAME: New Office and Equipment Storage Building
PROJECT LOCATION: NJDOT Knowlton Rest Area
PROJECT NO: T0710-00
DATE: January 23, 2025

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 APPROVED BY: James Wright 1/23/2025
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Dennis W. Meszaros 1/23/2025
DENNIS MESZAROS, SENIOR EXECUTIVE SERVICE DATE
DEPARTMENT OF TRANSPORTATION REPRESENTATIVE

SOW APPROVED BY: Nehad Mohamed 2/3/2025
NEHAD MOHAMED, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Jeanette M. Barnard 3.21.25
JEANETTE M. 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:

- **PROGRAM PHASE**
- **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. **PROJECT SITE MAP**
- D. **PHOTOS**

END OF SCOPE OF WORK

Deliverables Checklist Program Phase

A/E Name: _____

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

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

Consultant Signature

Date

Deliverables Checklist Schematic Design Phase

A/E Name: _____

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

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

Consultant Signature

Date

Deliverables Checklist Design Development Phase

A/E Name: _____

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

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

Consultant Signature

Date

Deliverables Checklist Final Design Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
15.4.1.	A/E Statement of Site Visit						
15.4.2.	Narrative Description of Project						
15.4.3.	Building Code Information Questionnaire						
15.4.4.	Space Analysis						
15.4.5.	Special Features						
15.4.6.	Catalog Cuts						
15.4.7.	Site Evaluation						
15.4.8.	Subsurface Investigation						
15.4.9.	Surveys						
15.4.10.	Arts Inclusion						
15.4.11.	Design Rendering						
15.4.12.	Regulatory Approvals						
15.4.13.	Utility Availability						
15.4.14.	Drawings (6 Sets)						
15.4.15.	Specifications (6 Sets)						
15.4.16.	Current Working Estimate/Cost Analysis						
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

A/E Name: _____

[illegible]

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

Consultant Signature

Date _____

A/E Name: _____

[illegible]

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

Consultant Signature

Date

[illegible]

Date _____

[illegible]

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.

<u>CODE</u>	<u>DESCRIPTION</u>	<u>REPORTS TO ASSOCIATE DIRECTOR OF:</u>
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	Repon	Weeks
<PROJ>			
Design			
CV3001	Schedule/Conduct Pre-design/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 Submittal for Constructability	OCS	

Sheet 1 of 3

EXHIBIT 'A'

Bureau of Design & Construction Services

DBCA - TEST

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

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Activity ID	Description	Repr	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.

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DECA - TEST

Sheet 3 of 3

Bureau of Design & Construction Services

EXHIBIT 'A'

Project Site Location Map

DPMC Project T0710-00

Knowlton Rest Area Interstate 80 Eastbound Columbia, NJ 07832

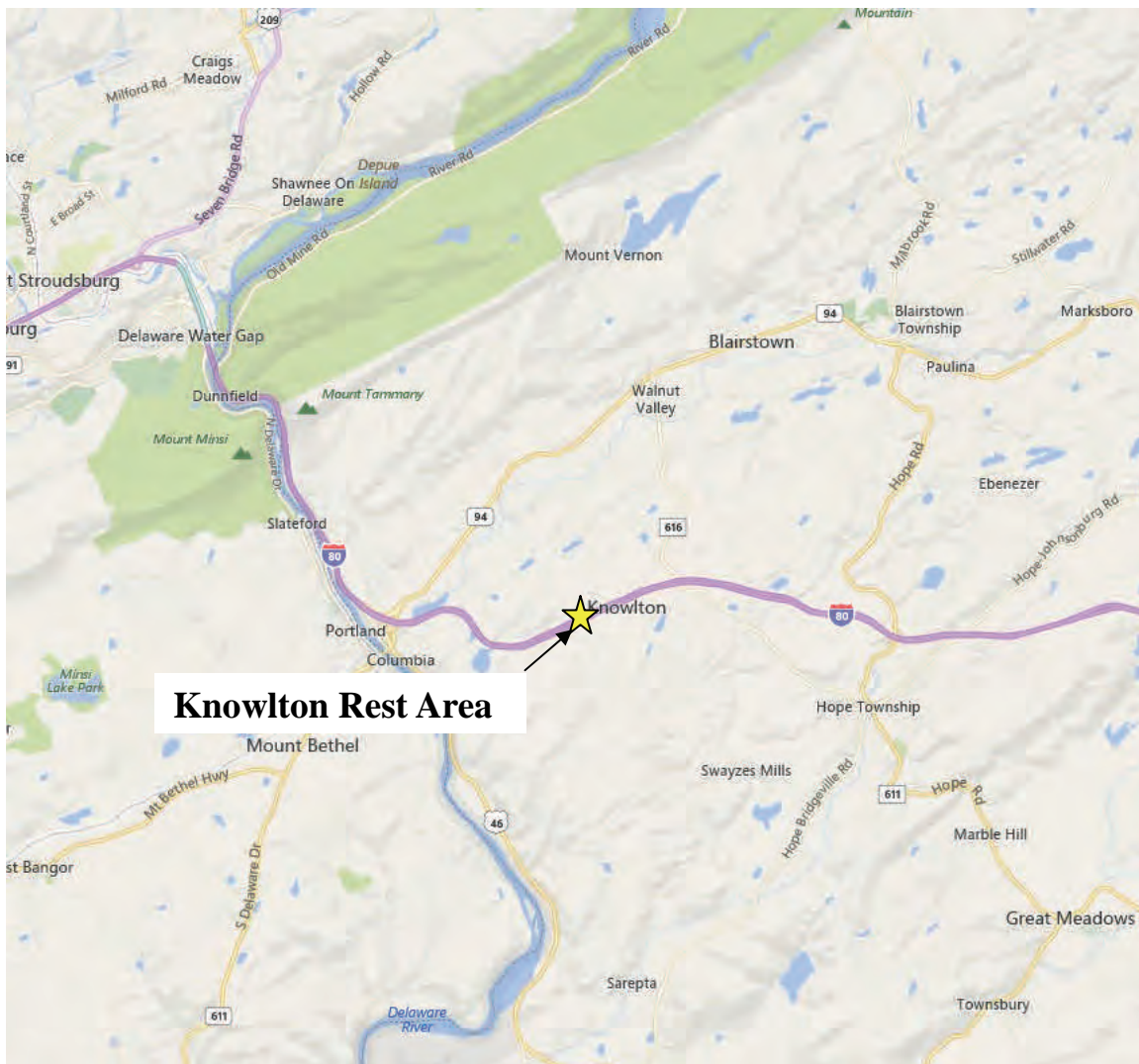
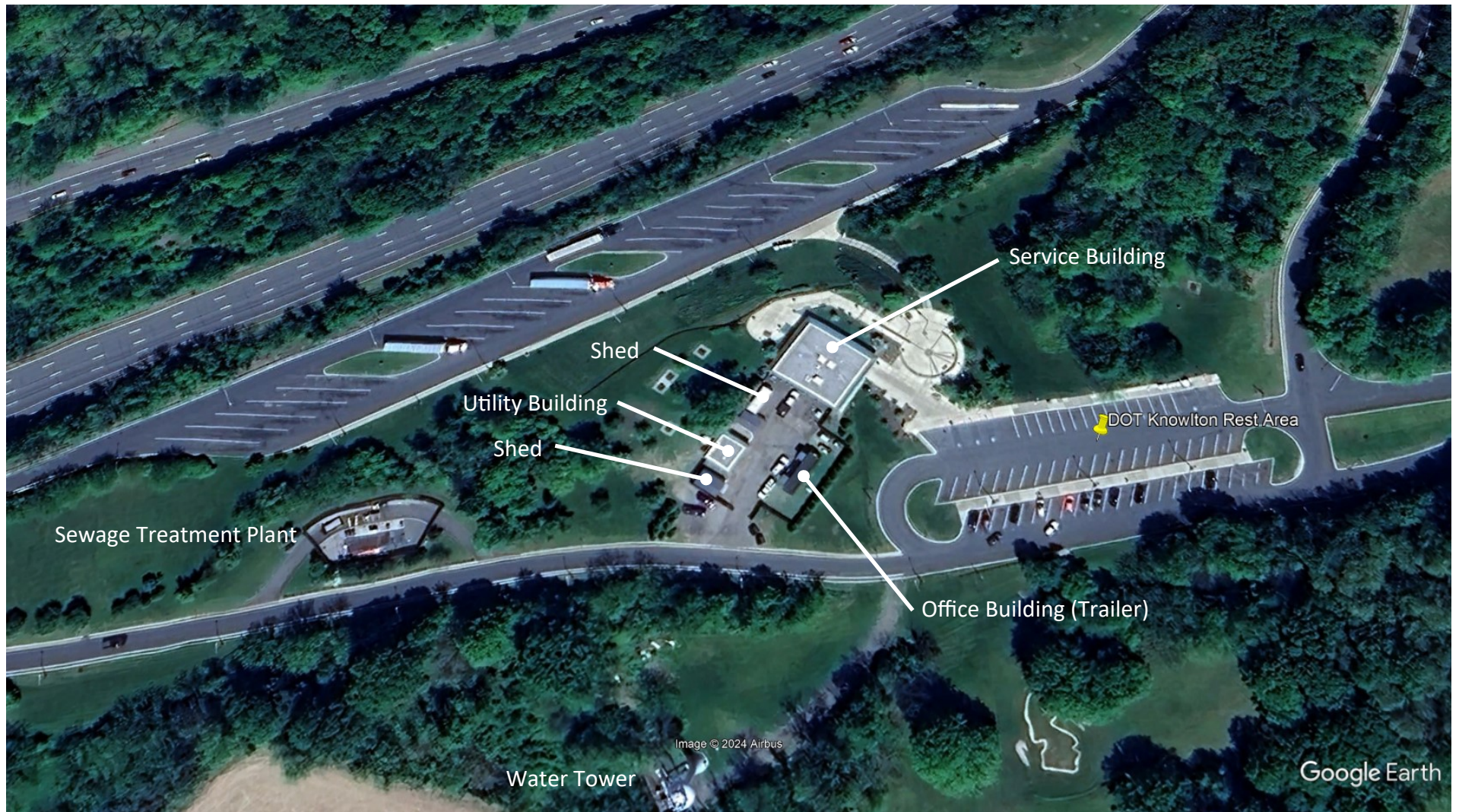


EXHIBIT 'B'



Project Site Map
EXHIBIT 'C'



Existing office trailer on right.



Existing storage sheds and Utility Building on left. Service Building in background.

EXHIBIT 'D'



Adjoining space behind trailer. Service Building on right.



Adjoining space behind trailer.

EXHIBIT 'D'



EXHIBIT 'D'