

# **SCOPE OF WORK**

## **Construction Management Firm Services**

Laboratory, Administration Wing and Warehouse Expansion Project  
at the  
NJ Public Health Environmental and Agriculture Laboratory  
Ewing Township, Mercer County, NJ

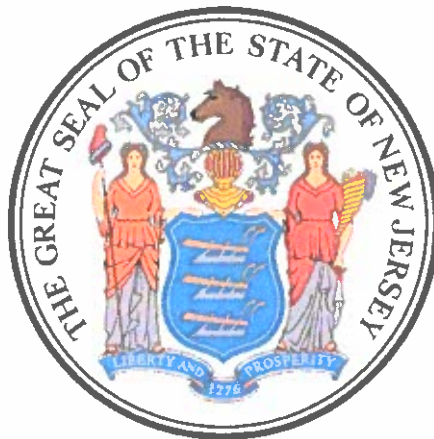
**Project No. A1360-01**

## **STATE OF NEW JERSEY**

Honorable Philip D. Murphy, Governor  
Honorable Sheila Y. Oliver, Lt. Governor

## **DEPARTMENT OF THE TREASURY**

Elizabeth Maher Muoio, Treasurer



## **DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION**

Christopher Chianese, Director

**Date: February 28, 2023**

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## **I. OBJECTIVE**

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As the primary occupant at the New Jersey Public Health Environmental Agriculture Laboratory, the New Jersey Department of Health (DOH) has re-envisioned the future of the State’s public health laboratory including but not limited to considerations in the advancement laboratory diagnostic equipment and related programming updates with renovations, reconfiguration and additions, the current public health crisis and its emergent demands, forecasting the impact of State services during a future public health crisis and the preparedness of same by addressing advanced program needs, staffing and warehouse storage capacities.

The PHEAL is also occupied by the Department of Agriculture (Ag) and Department of Environmental Protection (DEP).

The objective of this project is to engage a full-time Construction Management Firm (“CMF” or “Consultant”) to perform construction management services during design and construction phases for the expansion of the NJ Public Health Environmental and Agriculture Laboratory (PHEAL) located in Ewing Township, New Jersey.

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## **II. CONSULTANT QUALIFICATIONS**

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### **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):

- **P029 Construction Management**

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

- **P019 Building Commissioning**
- **P025 Estimating/Cost Analysis**
- **P030 CPM Scheduling**
- **P033 Value Engineering**

The CMF shall also have in-house capabilities or Sub-Consultants with project experience in pre-construction and construction services related to public health diagnostic laboratories. A description of those projects shall accompany the technical proposal submitted for evaluation by the CMF Selection Committee.

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### **III. PROJECT BUDGET**

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#### **A. CONSTRUCTION COST ESTIMATE (CCE)**

The initial Construction Cost Estimate (CCE) for this project is **Forty-Five Million Dollars (\$45,000,000.00.)**

The Consultant shall use their cost estimating experience to evaluate this CCE and confirm in writing with their technical proposal that the amount agrees with the scope of work described for this project, or provide a detailed description of the reason(s) why it should be changed.

Construction Cost Estimate" or "CCE" means the estimated cost of construction at time of bid for the Project, this amount does not include the costs of permits and related permitting services, acquisition of land, furnishings, contingencies, Design Consultant fees/deliverables, CMF fees/deliverables, other Design Consultant fees/deliverables, and administrative fees, financing costs, and any other similar types of costs. The CCE of record will be prepared by the Design Consultant in accordance with the Scope of Work and/or Agreement, and shall be continually updated by the Design Consultant as set forth in the Scope of Work and/or Agreement.

#### **B. CURRENT WORKING ESTIMATE (CWE)**

The preliminary Current Working Estimate (CWE) for this project is **Sixty-Six Million Dollars (\$66,000,000.00.)**

"Current Working Estimate" or "CWE" includes the construction cost estimate or CCE plus the costs of permits and related permitting services, acquisition of land, furnishings, contingencies, Consultant fees/deliverable "Current Working Estimate" or "CWE" includes the construction cost estimate or CCE plus the costs of permits and related permitting services, acquisition of land, furnishings, contingencies, Design Consultant fees/deliverables, CMF fees/deliverables, other Consultant fees/deliverables, and administrative fees, financing costs, and any other similar types of costs. The CWE of record will be adjusted by the Consultant in accordance with the

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Scope of Work and/or Agreement, and shall be continually updated by the Consultant as set forth in the Scope of Work and/or Agreement.

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. COST ESTIMATING**

The Consultant or Sub-Consultant(s) providing all of the cost estimates for this project must be pre-qualified with DPMC in the P025 Estimating/Cost Analysis Specialty Discipline.

All cost estimates shall be adjusted for regional location, site factors, construction phasing, building use group, location of work within the building, temporary swing space, and inflation factors based on the year in which the work is to be performed.

All cost estimates must be submitted on a DPMC-38 Project Cost Analysis form at each design phase of the project with a detailed construction cost analysis in CSI format for all appropriate divisions and sub-divisions. The DPMC/New Jersey Building Authority (NJBA) will provide cost figures for those items which are in addition to the CCE such as art inclusion, CMF services, etc. and must be included as part of the CWE. This cost analysis must be submitted for all projects regardless of the Construction Cost Estimate amount.

### **D. CMF CONSULTANT'S FEES**

Neither the CWE nor CCE for this project *shall be* used as a basis for the CMF's fees. The CMF's fees shall be based on the information contained in this Scope of Work document, Addenda, field observations and/or the additional information received during the procurement period.



## IV. PROJECT MILESTONE SCHEDULE

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### A. SCOPE OF WORK DESIGN, PROCUREMENT & CONSTRUCTION SCHEDULE

The project shall be designed, bid and construction completed including project closeout within Twenty-seven (27) months from DPMC's "Notice to Proceed" (NTP) date to the Design Consultant.

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

<b>PROJECT PHASE</b>	<b>ESTIMATED DURATION (Calendar Days)</b>
<b>1. Site Access Approvals &amp; Schedule Design Kick-off Meeting</b>	<b>14</b>
<b>2. Final Programming Phase including Review of Existing Documentation/Client Agency Charrettes</b>	<b>90</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Comment</i>	14
<b>3. Schematic Design Phase</b>	<b>30</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Comment</i>	14
<b>4. Design Development Phase</b>	<b>30</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Comment</i>	14
<b>5. Final Design Phase</b>	<b>30</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Approval</i>	14
<b>6. OSC Review/Final Design Re-Submission to Address Comments</b>	<b>30</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Approval</i>	14
<b>7. DCA Submission Plan Review</b>	<b>30</b>
<b>8. Permit Application Phase</b>	<b>7</b>
• <i>Issue Plan Release</i>	
<b>9. Bid Phase</b>	<b>42</b>

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<b>10. Construction Bid/Award Phase</b>	<b>28</b>
<b>11. Construction Phase</b>	<b>390</b>
<b>12. Project Close Out Phase</b>	<b>30</b>

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## **V. PROJECT SITE LOCATION & TEAM MEMBERS**

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### **A. PROJECT SITE ADDRESS**

The location of the project site is:

New Jersey Public Health Environmental Agriculture Laboratory (NJPHEAL)  
NJSP Campus  
3 Schwarzkopf Drive  
Ewing Township, Mercer County  
New Jersey

See **Exhibit 'A'** for the project site aerial map.

### **B. PROJECT TEAM MEMBER DIRECTORY**

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

#### **1. DPMC Representative:**

Name: Richard Flodmand, Deputy Director  
Address: Division of Property Management & Construction  
33 West State Street, 9<sup>th</sup> Floor  
Trenton, NJ 08608-1206  
Phone No: 609-984-3629  
E-Mail: richard.flodmand@treas.nj.gov

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## **2. New Jersey Building Authority Representatives:**

Name: Vincent Campanella, Chief of Construction  
Address: New Jersey Building Authority  
50 West State Street, 2nd floor  
Trenton, NJ 08608-1206  
Phone No: (609) 943-4831  
E-Mail: [vincent.campanella@treas.nj.gov](mailto:vincent.campanella@treas.nj.gov)

Name: Phil Johnson, Sr. Project Manager  
Address: New Jersey Building Authority  
50 West State Street, 2nd floor  
Trenton, NJ 08608-1206  
Phone No: (609) 984-0681  
E-Mail: [phillip.johnson@treas.nj.gov](mailto:phillip.johnson@treas.nj.gov)

## **3. Department of Health Representative:**

Name: Rosalind Finney, Division Director  
Address: Department of Health  
Public Health and Environmental Laboratories  
3 Schwarzkopf Drive  
Ewing, NJ 08628  
Main Phone No: (609) 718-8012  
Desk: (609) 718-8005  
Email: [rosalind.finney@doh.nj.gov](mailto:rosalind.finney@doh.nj.gov)

## **4. NJ Public Health Environmental and Agriculture Laboratory Representative:**

Name: David Markunas, Facilities Operations Manager  
Address: NJ Public Health Environmental and Agriculture Laboratory  
3 Schwarzkopf Drive  
West Trenton, NJ 08628  
Phone No: (609) 406-6864  
E-Mail: [david.markunas@treas.nj.gov](mailto:david.markunas@treas.nj.gov)

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## **VI. EXISTING FACILITY INFORMATION**

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### **A. BACKGROUND**

The New Jersey Public Health, Environmental and Agriculture Laboratory (PHEAL) opened in 2011 and the main building is a four-story steel framed building currently occupied by the Department of Health (DOH), Department of Agriculture's (Ag) laboratories, and the Department of Environmental Protection (DEP). In addition, there are two (2) out-buildings, a one-story pre-screening structure occupied by DOH and a one-story greenhouse occupied by Ag. In 2021, the Department of Health procured the services of HDR Inc. to perform a programming and feasibility study for the expansion of the laboratory, administration and warehouse spaces at the PHEAL. Originally, HDR was tasked with analyzing potential options to add 60,000 square feet of laboratory space, 10,000 square feet of administrative space and 10,000 square feet of warehouse space. Additional consideration was given to vehicular access, parking and reuse of the mostly unused AHRF building. HDR received preliminary data from utilities to support the expansion.

Vision statements from DOH and Ag were incorporated into plans that resulted in three options known as Test Fits. Test Fit #1 satisfied the original request for lab, administrative and warehouse space as a direct inline extension of existing components on site. Test Fit #2 satisfied vision statements to accommodate program growth resulting in a projected 74,000 square feet of additional lab space compared to the 60,000 that was originally requested. Administrative and warehouse additions would remain at 10,000 square feet each. Test Fit #3 satisfied the same program growth as in Test Fit #2 but split the lab and warehouse space expansion on east and west sides on the building. This approach was thought to allow for incremental expansions as funding became available.

Cost estimates for all three Test Fits significantly exceeds available funding. As a result, this project will begin with a new or final programming phase that will seek a reduced laboratory expansion to match available funding. The Ag and DEP will not be participating in the expansion. The original request for 10,000 square feet of additional administrative space and 10,000 square feet of additional warehouse space will remain.

The HDR report entitled "*Laboratory and Administration Wing Expansion Programming & Feasibility Study*" will be provided to the shortlisted proposers.

### **B. FUNCTIONAL DESCRIPTION & CURRENT USES OF THE FACILITY**

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## **1. General:**

The PHEAL main building is comprised of approximately **191,002GSF** including areas such as **157,009SF** of diagnostic laboratory/administration space, approximately **27,016SF** of mechanical area including the MER level mechanical room (**16,330SF**) and the ground floor level mechanical/electrical room area **10,686SF**, approximately **6,977SF** total of assembly area including Dining Room (**1,422SF**), Lobby (**3,325SF**), Auditorium (**2,230SF**) and approximately **3,610SF** of warehouse including **857SF** of warehouse mezzanine.

## **2. Department of Health:**

The Department of Health's (DOH) Division of Public Health and Environmental Laboratories (PHEL) occupies the largest portion of the building. PHEL is comprised of three Service Units and five Programs. The three service units are Public Health Laboratory Services (PHLS), Environmental and Chemical Laboratory Services (ECLS) and Clinical Laboratory Improvement Services (CLIS.) The five programs are Laboratory Outreach Program, Administration, Fiscal Services, Laboratory Information Management Systems (LIMS,) and Quality Assurance (QA.) PHLS and ECLS perform all of the diagnostic and environmental testing. PHLS has laboratories on the second and third floor, while ECLS has laboratories on the first and fourth floor. With all Specimen/Sample receiving for both units on the first floor. LIMS and QA occupy the third and fourth floor while supporting all laboratory functions. CLIS, Laboratory Outreach Program, Administration, Fiscal Services all occupy the administrative space on the second floor.

### **Programs within Public Health Laboratory Services (PHLS) include:**

Newborn Screening  
Microbiology  
Virology  
Biothreat Response  
Client Services  
Laboratory Information Management Systems (LIMS)

### **Programs within Environmental Chemical Laboratory Services (ECLS) include:**

Potable Water Testing  
Medical Marijuana Testing  
Chemical Threat Response  
Biomonitoring  
NJ Food Testing

### **Programs within Administrative Services include:**

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Administrative Support Services

HR Liaison

Purchasing

Facilities Management

Quality Assurance

Laboratory Outreach

**Clinical Laboratory Improvement Services (CLIS) Programs and part Administrative Services include:**

Clinical Laboratory Improvement Amendments (CLIA)

State Clinical Laboratory Licensing

Blood Bank Licensing/Regulatory Compliance

### **3. Department of Agriculture:**

Department of Agriculture (Ag) services within the facility include:

Animal Health Laboratory

Plant Industry Laboratory

### **4. Department of Environmental Protection:**

Department of Environmental Protection Services within the facility include:

Bureau of Air Monitoring

Pesticide Evaluation/Monitoring

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## **VII. CMF RESPONSIBILITIES - GENERAL**

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### **A. OWNER'S REPRESENTATIVE – RESPONSIBILITY MATRIX**

The CMF will act as the State's authorized representative during the performance of the CMF services contract as will be described in the Agreement between the State of New Jersey and Consultant for Construction Management (CMF Agreement) and this Scope of Work (SOW). Collectively, the CMF Agreement, the SOW, the General Conditions, and all other associated documents are referred to as the "Contract Documents".

The CMF is responsible to provide construction management services and this SOW, for all work relating to this project. The CMF shall direct the work of construction contractor(s) only after the CMF obtains the concurrence of the NJBA.

The CMF shall report directly to the New Jersey Building Authority's Chief of Construction. The relationship and responsibilities of the CMF, the Design Consultant and the DPMC/NJBA Project Manager during each phase of the project is identified in **Exhibit 'B'** entitled "DPMC/NJBA Project Management Responsibility Matrix".

Note that the "DPMC/NJBA Project Management Responsibility Matrix" is not an all-inclusive listing of tasks and responsibilities of either the CMF, Design Consultant or DPMC/NJBA. The matrix is intended as an aid to show the relationship of the parties on key tasks and responsibilities.

## **B. STAFF**

The CMF services consist of those services performed by the CMF, the CMF's employees, and the CMF's Sub-Consultants. The CMF shall utilize the key staff members identified in its Technical Proposal. The CMF shall notify the DPMC/NJBA in advance of any proposed change in its key staff members identified in its Technical Proposal. The CMF shall submit to the DPMC/NJBA for approval the name and qualifications of any proposed replacement personnel with equal or superior qualifications at no additional cost to the DPMC/NJBA. No change shall take effect unless the DPMC/NJBA approves the change in writing.

## **C. OBLIGATIONS**

The Contract Documents contemplate personal services by the CMF. The CMF shall not assign or transfer its obligations or rights under the Contract Documents without the prior written consent of the State.

The CMF shall be responsible for satisfying all obligations set forth in the Contract Documents, regardless of when they occur during the project. The CMF will assume primary responsibility for day-to-day management and oversight construction management including, but not limited to, cost estimating and reconciliation of value analyses, scheduling, contractor contract compliance, purchase of equipment, commissioning, facility testing and staff training. In addition, the CMF will provide technical support for the State in decisions regarding contractor selection, change order request control and contractor(s) claims, progress payments and final acceptance and Contractor(s) claims management.

The CMF shall be responsible for satisfying all of the obligations described in the Contract Documents, see Consultant Agreement Section A.1.5, even if such obligations are not addressed in the CMF's technical proposal. The Contract Documents establish the obligations of the CMF which obligations may be supplemented by the CMF in its technical proposal. If the services promised in the CMF's technical proposal exceed those described in the Contract Documents, then the CMF shall be responsible for satisfying the additional obligations described in its technical proposal.

## **D. CMF MANAGEMENT PROGRAM**

### **1. Management:**

The CMF shall establish and implement a comprehensive management program with procedures for coordination among DPMC and NJBA, the Design Consultant, the Contractor and the Using Agencies. The CMF shall anticipate its term of service for a period of approximately twenty-seven (27) months. The CMF shall provide its services under the supervision of the DPMC and NJBA. DPMC will procure a separate Design Consultant professional services contract and on behalf of the State, the CMF will be required to assure all Design Consultant services and deliverables are performed in accordance with the Design Consultant's Contract and all applicable codes, statutes, regulations and professional standards. DPMC will procure a separate construction contract (contractor) and on behalf of the State, the CMF will be required to assure all Contractor services and deliverables are performed in accordance with the Contractor's Contract Documents and all applicable codes, statutes, regulations and professional standards.

### **2. Design Phase Oversight:**

CMF shall manage the Design Consultant's design phase services and provide complete design phase oversight on behalf of the State.

The CMF's review includes but is not limited to its independent review and understanding of the deliverable provided to the State in preparation of the pre-schematic design phase, pre-schematic design phase, design development phase, and the construction document phase.

The CMF shall review the Design Consultant's deliverables and provide a written report following each phase; these reports shall address constructability reviews, safe construction practices, industry makers for cost & deliveries, perform schedule reviews, reviewing budget and project cost estimates.



The CMF shall update and report on the project schedule monthly. The CMF shall notify DPMC of all issues brought to the attention of the Design Consultant by the CMF, and of the Design Consultant's response to each. The CMF shall notify the Design Consultant and Project Team members if the Design Consultant's submissions appear inadequate or incomplete and identify any issues that have the potential to significantly impact or jeopardize the project goals and objectives.

While the CMF makes recommendations to the Design Consultant to correct constructability issues or problems, and advises regarding potential errors and omissions discovered, the CMF shall not take any action that infringes on the Design Consultant's professional and contractual responsibility for the project design.

### **3. Tasks:**

The CMF's tasks during all design phases are as follows: schedule and coordinate progress meetings and record minutes, monitor Design Consultant's progress, prepare/maintain/monitor the preliminary and master project schedules, prepare an initial budget, prepare independent cost estimates during each design phase, reconcile independent cost estimates between the Design Consultant and the CMF, provide cost verification and budget monitoring, review Design Consultant's invoices for approval, review Design Consultant's contract modifications for approval, recommend alternate solutions when design details affect project cost and schedule, perform document and constructability reviews and develop a Commissioning services program during the construction document phase.

### **4. Pre-Design Conference:**

The CMF shall schedule a pre-design conference with the Design Consultant soon after the design consultant contract is awarded to review the scope of the design services required by the contract. The conference should be convened before the design effort starts. The meeting can be held at the Design Consultant's office to facilitate maximum participation by the Design Consultant's staff.

### **5. Design Progress Meetings:**

The CMF shall schedule and coordinate design progress meetings. The CMF shall prepare a complete agenda prior to each scheduled meeting. The CMF will chair and record the minutes including action items, responsible parties, and deadlines. The agenda for meetings typically covers (1) minutes of the last meeting, (2) outstanding issues, and (3) new business. The CMF

distributes the minutes to all participants in time for preparation for the next progress meeting. Meetings may be held at the CMF's field office.

## **6. Budget/Cost Control:**

The CMF shall assist the State in reviewing all Design Consultant cost estimates and submissions to verify that project costs remain within the project budget. The CMF must report any disparities discovered in the project costs to the Project Team for resolution before proceeding on to the next phase of the design.

The CMF shall establish a uniform procedure for reviewing, analyzing, and assessing each estimate submitted by the Design Consultant and preparing an independent estimate for comparison purposes.

The CMF cost review should verify that: ☐ Unit costs are accurate ☐ Quantity takeoffs are accurate ☐ All design elements are included ☐ Level of detail is appropriate to design stage ☐ Formats are correct ☐ Cost escalation factors are properly applied ☐ Balance of costs among building and other systems are acceptable ☐ Areas and other measurements are correct ☐ Up-to-date scope modifications are reflected

Prepare and submit an independent construction cost estimate for comparison to the Design Consultant's cost estimate on the appropriate DPMC form with accompanying detail back-up for each phase estimate prepared by the Design Consultant. Make recommendations for corrective action or project revisions if it appears that the construction cost estimate (CCE) may exceed the project budget.

## **7. Design Submissions and Reviews:**

Submissions shall be reviewed to determine if the project requirements are being met by the project Design Consultant. Formal design reviews are required at the completion of each design phase milestone of the project. Review all documents for clarity, consistency and completeness. Provide advice and make recommendations for improvements. The CMF shall become familiar with the Design Consultant's Scope of Work for detailed requirements for each design phase, typically organized as follows:

☐ Review and understanding of the State's DPMC Contract #A1360-00 NJPHEAL Laboratory & Administration Wing Expansion Project Programming and Feasibility Study deliverable, and review and understanding of the Design Consultant's ☐ Pre-Schematic Phase ☐ Schematic

Design Phase ☐ Design Development Phase ☐ Construction Documents/Final Design Phase ☐  
Permit Phase services.

The CMF's design review shall ensure at a minimum:

☐ All project deliverables are submitted ☐ Materials and equipment are appropriate, available, and non-proprietary ☐ Drawings are coordinated among disciplines and bid packages ☐ Areas of conflict are eliminated ☐ Site will accommodate access, logistics and storage requirements ☐ Existing conditions are shown correctly and adequately ☐ Selected building materials, systems and construction details are compatible and constructible, and long lead items are identified ☐ Construction duration, phasing, bid packages, bid options, unit prices, and labor availability are accurate, reasonable and appropriate ☐ Cost estimates are proper and within budget ☐ Permit, regulatory and code compliance requirements are met ☐ Documents are ready for permit review by the DCA or applicable regulatory agency ☐ Safety and security responsibilities are clear and appropriate in the contract documents

## **8. Design Review Meetings:**

The CMF shall schedule meetings with the Design Consultant to review each design submission. The meetings may be held at the Design Consultant's office to facilitate the visual review of the work-in-progress at the areas of production and minimize disruption to the Design Consultant. At times, it may be expedient to conduct a design review meeting at a consultant's office, if the scope of a particular review centers on the progress of a single consultant.

## **9. Constructability Review:**

The CMF is primarily responsible for constructability reviews. The CMF shall develop a consistent procedure for conducting design reviews, including the Design Consultant's conformance to the scope of services in the design contract, constructability, marketability, coordination among disciplines, and material usage.

## **10. Design Review Report:**

After completion of each design review, the CMF shall assemble and organize the comments from the various reviewers (DCA UCC Unit, Affiliated FM Global – the State's Insurer) or other required regulatory agency and incorporate them into a consolidated design review report. The report shall contain comments on required corrections and improvements by discipline and specification section or drawing number.

The DCA UCC Unit will transmit the design review report to the Design Consultant for action. The CMF and project team shall meet with the Design Consultant to present and discuss its contents. The CMF shall evaluate the Design Consultant response to all comments and develop directives resulting from the design review. The CMF shall review subsequent submissions to ensure that all directives and revisions have been incorporated into the design documents by the Design Consultant.

#### **11. Permit Phase:**

The CMF shall consolidate and assemble the code comments from the Department of Community Affairs Uniform Construction Code Unit as necessary, and forward the comments to the Design Consultant. The CMF will be responsible to review responses from the Design Consultant to ensure all code comments have been adequately revised and corrections incorporated into the plans and specifications.

### **E. EXISTING DOCUMENTATION**

Electronic copies of the following documents will be provided to each CMF firm at the pre-proposal meeting to assist in the bidding process.

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 CMF 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 CMF shall take the appropriate actions necessary to obtain the additional information required.

All original documentation, if provided, shall be returned to the State at the completion of the project.

A non-disclosure agreement is under consideration for this project, meanwhile the pre-qualified consultants, their proposed pre-qualified sub-consultants and all other proposed team members shall exercise a reasonable level of the confidentiality and sensitivity of the information provided by the State.

**DPMC Project #A0984-04:** Original New Jersey Public Health Environmental and Agriculture Laboratory Facility Record Drawings, dated January 28, 2011, prepared by HOK



**PROJECT NAME:** Construction Management Services for NJPHEAL – Laboratory, Administration Wing and Warehouse Expansion Project  
**PROJECT LOCATION:** NJSP Campus, Ewing Township  
**PROJECT NO:** A1360-01  
**DATE:** February 28, 2023

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**DPMC Project #A1246-01:** New Jersey Public Health Environmental and Agriculture Laboratory, New Laboratory and Office Renovations Record Drawings, dated October 15, 2019, prepared by HDR Architects and Engineers P.C.

**DPMC Project #A1344-00:** New Jersey Public Health Environmental and Agriculture Laboratory, Standby Generator Feasibility Study, dated May 2021, prepared by Gannet Fleming; Note #1 – this SOW does not include the planned facility expansion project.

**DPMC Project #A1359-00:** New Jersey Public Health Environmental and Agriculture Laboratory, Security Upgrades Study. This Study will be available to the shortlisted Consultant and Construction Management Firms.

**DPMC Project #A1360-00:** NJPHEAL – Laboratory and Administration Wing Expansion Programming and Feasibility Study dated November 28, 2022, prepared by HDR Inc.

## **F. TRANSFER OF OBLIGATIONS**

The CMF Agreement contemplates personal services by the CMF. The CMF shall not assign or transfer its obligations or rights under the CMF Agreement and this SOW without the prior written consent of the DPMC/NJBA.

## **G. CMF'S PROJECT COST RECORDS**

The CMF shall agree to maintain and retain, cost and accounting records with respect to this project as it customarily retains and produces them for its business generally, and in accordance with generally accepted accounting principles and practices. Upon three (3) calendar days written notice, all such records shall be made available to the DPMC/NJBA for inspection for a period of five (5) years after final payment is received by the CMF. No CMF claims for additional compensation shall be payable unless supporting cost records are furnished upon request and claimed costs are substantiated and approved.

The CMF shall retain both hard and electronic copies of the cost records for a period of five (5) years after final payment is received by the CMF. After this period, the CMF may dispose of these records after first offering them to the DPMC/NJBA in writing, at no additional cost. DPMC/NJBA shall reply to the CMF within thirty (30) calendar days as to the desired disposition of the cost records.

## **H. WEBSITE - RECORDS AND DOCUMENTATION**

The CMF shall establish and maintain throughout the duration of the project, an internet-based Construction Management Document Management System (website) utilizing commercially available construction management software. The CMF shall grant full access to the website to

the DPMC/NJBA, Design Consultant and to Contractors as appropriate to complete the tasks required of them. At post-project completion, the CMF shall grant DPMC/NJBA full access to the Cloud-based or internet-based website for five (5) years. Records must be maintained for at least five (5) years after the date of final payment, pursuant to DPMC's Instruction to Bidders and General Conditions as amended.

All project records, correspondence and documentation are to be maintained on the website including, but are not limited to:

- Project schedule
- Drawings
- Progress Photographs with detailed descriptions
- Specifications
- Submittals
  - Transmittal letters
  - Shop drawings
  - Materials
  - Equipment
  - Catalog cuts
  - Test reports
- Contracts
- Contractor/sub-contractors weekly payroll certification record/submissions to NJ DOLWD
- Contractor/sub-contractors monthly AA202 reports to NJ DOLWD
- Contactor's monthly reports
- Requests for information (RFI's)
- Change order requests (managed/organized by Design Consultant, Contractor)
- Invoices (managed/organized by Design Consultant, Contractor)
- Correspondence to/from (managed/organized by Design Consultant, Contractor)
- Inspection reports (managed/organized by DCA, Design Consultant, Contractor)
- Meeting minutes (managed/organized by sub-meetings)
- Safety reports (managed/organized by Design Consultant, Contractor)
- Permits/Permit Updates
- FM Global document reviews and on-site inspections
- Financial Status Reports (FSR's)
- CMF's Daily Construction Reports

**PROJECT NAME:** Construction Management Services for NJPHEAL – Laboratory, Administration Wing and Warehouse Expansion Project  
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**DATE:** February 28, 2023

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At the completion of the project the CMF shall provide a both hard and electronic copies of all aforementioned records. Records stored on the website in an electronic medium must be acceptable to the DPMC/NJBA in both the native file format and Adobe PDF file format.

CMF shall identify the software it proposes to utilize for the website in its technical proposal.

CMF shall prepare monthly at the start of the design phase through contractor close-out three (3) USB Flash Drives each inclusive of the above referenced project information as applicable for the monthly period. The flash drives shall be delivered monthly to the State no later than the 15<sup>th</sup> of each month.

## **I. SCOPE CHANGES**

The CMF shall promptly notify the DPMC/NJBA in writing of any requested changes to the CMF SOW which would increase or decrease the CMF's services, or both. No such change in scope shall be performed by the CMF, absent prior written approval by the DPMC/NJBA. Notice of request for additional compensation shall be given to the DPMC/NJBA within fourteen (14) calendar days of the event giving rise to such a request with accompanying justification for the change and a detailed breakdown of the basis for the costs. Any work performed by the CMF without written approval from the State is done at CMF's own financial risk.

## **J. CMF SENIOR PROJECT MANAGER**

The CMF shall assign at least one full-time (1) Senior Project Manager who shall attend and chair all design phase, contractor procurement phase, construction phase and close-out phase meetings including all meeting minutes as required under the CMF Agreement and this SOW. The Senior Project Manager shall take the lead to assure all services and requirements as described in the CMF Agreement and as described SOW services are provided.

The CMF shall otherwise provide sufficient executive, supervisory, technical and management personnel in the field and home office to carry out the requirements of the CMF Agreement and this SOW in an expeditious and economical manner consistent with the interests of the DPMC/NJBA.

The Senior Project Manager shall have a minimum of ten (10) years of experience in construction project management and/or construction management.

## **K. SPECIAL SERVICES**

If requested, the CMF shall assist the DPMC/NJBA in selecting, retaining and coordinating the professional services of surveyors, special consultants, security consultants and testing laboratories and specialty inspections.

## **L. REPRODUCTION COSTS**

Reproduction costs for CMF produced documents shall be at the CMF's expense.

## **M. PROJECT DESIGN AND CONSTRUCTION SCHEDULE**

The CMF shall develop, manage and maintain a detailed cost loaded and resource loaded project schedules for both the design phase and construction phase activities of the project utilizing software that is based on the critical path method of scheduling. The schedule shall reflect the project design and construction milestone schedule in **Section IV., Project Milestone Schedule** in this SOW.

The CMF shall identify the software it proposes to utilize for the Project Design and Construction Schedule in their technical proposal.

### **1. CMF Design Schedule Development**

During the Design Phase, the CMF shall develop the Design Consultant's Design Phase Schedule which shall serve as the basis for monthly progress payments to the Design Consultant. The activity/task costs shall reflect a fair and reasonable prorating of the contractual design fee and shall total the Design Consultant's contract amount.

On a biweekly basis, the CMF shall meet with the Design Consultant to review the design status and update the design schedule. If the CMF's bi-weekly schedule update shows slippage attributable to the Design Consultant, the CMF shall meet with the Design Consultant to develop a recovery plan to regain any unauthorized lost time. The CMF shall publish a recovery plan to the DPMC/NJBA.

Biweekly schedule updates of the Design Schedule shall be utilized to calculate the Design Consultant's monthly payment requisition based upon the progress reported for the month. The level of progress/activity completion calculated from the schedule update shall be transferred to the Consultant payment request form by the Design Consultant and together with Design



Consultant's invoice format under its current contract, shall constitute the Design Consultant's monthly payment requisition.

## **2. CMF Construction Schedule Development**

During the Design Phase, the CMF shall work in conjunction with the Design Consultant to develop resource and cost-loaded CPM Construction Schedule for use by the project team and Contractor. During Contractor procurement, the CMF will remove the resource and cost-loaded values from the schedule and a non-resource and cost-loaded version of the CMF's CPM Construction Schedule shall be included in the construction bid solicitation package for informational purposes.

Based on the CMF's manpower, equipment, materials requirements analysis and cost estimate and its review with the Contractor, the final baseline schedule shall be cost and resource loaded and serve as the basis for monthly progress payments to the Contractor during construction. The activity/task costs shall reflect a fair and reasonable value of the work and shall total the construction cost estimate. Refer to DPMC's Instructions to Bidders and General Conditions entitled, Article 6, Construction Progress Schedule, be advised that paragraph 6.2 CONSTRUCTION PROGRESS SCHEDULE (CRITICAL PATH METHOD -- CPM CONSULTANT RETAINED BY THE STATE) shall apply to this CMF SOW.

The level of detail for this schedule shall be determined by the CMF and shall include, at a minimum, each activity/task required to complete the work, advertise, bid and award activities/tasks, equipment and material submittals and approvals, equipment and material procurements, project completion milestones, inspections, testing and commissioning activities, and project close out activities. The schedule shall also include activities/tasks for the review and approval of submittals by the CMF, Design Consultant and DPMC/NJBA.

Each schedule activity/task shall include, but not be limited to:

- Detailed activity/task description
- Activity/task duration
- Activity/task sequencing, relationships
- Activity/task "float" (Identify if the activity/task is on the schedule critical path)
- Manpower required for each activity/task, by trade
- Equipment and material required for each activity/task
- Cost to complete each activity/task

Upon award of the construction contract the CMF shall work in conjunction with the Design Consultant to meet with the Contractor to adjust/modify the schedule to reflect the contractor's approach to the work, manpower, equipment and material requirements and cost for each activity/task. The sum of all activity/task costs shall equal the value of the construction contract.

The CMF in conjunction with the Design Consultant and Contractor shall approve the baseline construction schedule and submit it to DPMC/NJBA for final approval.

On a monthly basis, the CMF in conjunction with the Design Consultant shall meet with the Contractor to review the project status and update the schedule. If the CMF's monthly schedule update shows project slippage, the CMF shall meet with the Contractor to develop a recovery plan to regain any unauthorized lost time. The CMF shall publish a recovery plan to the DPMC/NJBA.

The CMF's monthly schedule update in conjunction with the Design Consultant of the Construction Schedule, shall be utilized to calculate the Contractor's monthly payment requisition based upon the progress reported for the month, and the approved activity costs. The costs calculated from the schedule update shall be transferred to the Contractors payment request form by the Contractor and shall constitute the Contractors monthly payment requisition.

## **N. FINANCIAL STATUS REPORT**

The CMF shall prepare, maintain and submit the updated Financial Status Report (FSR) to the DPMC/NJBA by the first of each month. The DPMC/NJBA will supply the FSR template to the awarded CMF, refer to **Exhibit 'C'**.

## **O. INVOICES**

On a monthly basis, the CMF shall track, review, recommend for approval or amendment, and forward to the DPMC/NJBA, the invoices of the consultants and contractors engaged by the DPMC/NJBA. The CMF shall assist the DPMC/NJBA in any disputes or negotiations with the DPMC/NJBA's consultants and contractors.

## **P. PROJECT CORRESPONDENCE**

The CMF shall maintain on the "web site" images of all correspondence between the CMF, DPMC/NJBA and Contractor(s) in a structured data base format that facilitates easy retrieval and includes, but is not limited to, subject matter, date, recipient and, sender in a manner approved by the DPMC/NJBA. Access to this information shall be five (5) years after project close-out.

## **Q. CORRESPONDENCE PREPARATION**

At the request of the DPMC/NJBA's Representative, the CMF shall prepare detailed and accurate written correspondence to the Contractor(s) and/or others.

## **R. PRO-ACTIVE MONITORING**

Provide pro-active participation in monitoring and verification that all schedule activities are occurring in accordance with the approved design phase schedule; and other actions required to assure all schedule activities are occurring in accordance with the approved schedule.

## **S. CONTRACTOR PREQUALIFICATION**

Contractors submitting bids for construction shall be prequalified prior to bidding. The CMF, in conjunction with the Design Consultant and DPMC/NJBA shall develop the prequalification criteria and forms, review each contractor prequalification application and provide a recommendation to DPMC/NJBA on the applicants ability to complete the work included in this project.

## **T. CMF FIELD OFFICE**

There will be no provisions made for neither the Design Consultant nor CMF to occupy the NJPHEAL during their SOW. The CMF shall make provisions for an on-site field office for itself and the Design Consultant. The CMF shall hold all design phase, permit phase, bid package phase and construction phase meetings in its field office.

## **U. DPMC CENTRAL FILE DOCUMENTATION PREPARATION & COORDINATION**

In addition to preparing hard copies of all contract deliverables, the CMF shall prepare and organize its contract deliverables electronically including active hyperlinks for uploading to DPMC's Central File Cloud Account.

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## **VIII. PRE-DESIGN DOCUMENTATION REVIEW**

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Under a separate State Design Consultant contract, DPMC Project # A1360-00, the State has procured Consultant services to perform a laboratory and administration wing expansion project programming and feasibility study based on the Using Agencies' visions for facility operational and functional betterments and/or improvements. This documentation will include preliminary design and construction cost estimates along with a preliminary design and construction schedule.

The CMF shall include in its fee proposal all costs to review pre-design documentation. Upon completion of the aforementioned contracts, documents will be made available to the CMF and Design Consultant. The existence of these separate contracts should be taken into account for logistical and planning purposes, and shall not preclude either the CMF or the Design Consultant from performing their respective SOW services.

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## **IX. DESIGN PHASE RESPONSIBILITIES**

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### **A. DESIGN CONSULTANT OVERSIGHT**

After award of the Design contract, the CMF shall manage the Design Consultant's design phase services and provide complete design phase oversight on behalf of the State including the following:

1. The CMF shall coordinate and manage the Design Consultant's work with regard to programming, schematic design, design development, and the construction documents.
2. Kickoff Conference - The CMF shall schedule a kickoff conference with the project Design Consultant soon after the design contract is awarded to review the scope of the design services required by the contract. The conference shall be convened before the design effort starts.
3. During the Design Phase, the CMF shall:
  - A. Schedule and coordinate periodic progress meetings and record minutes. The CMF shall schedule meetings with the Design Consultant to review each design submission;
  - B. Monitor Design Consultant's progress and deliverables. CMF shall ensure that:

1. All project deliverables are submitted in a timely manner;
  2. Materials and equipment are appropriate, available, and non-proprietary;
  3. Drawings are coordinated among disciplines and bid packages
  4. Areas of conflict are recognized, and resolved or eliminated;
  5. Site will accommodate access, logistics and storage requirements;
  6. Existing conditions are shown correctly;
  7. Selected building materials, systems and construction details are compatible and constructible, and long lead items are identified;
  8. Construction duration, phasing, bid packages, bid options, unit prices, and labor availability are accurate, reasonable and appropriate;
  9. Permit, regulatory and code compliance requirements are met
  10. Documents are ready for permit review by the DCA or applicable regulatory agency; and
  11. Safety and security responsibilities are clear and appropriate in the contract documents.
- C. Prepare/maintain/monitor the preliminary and master project schedules;
- D. **Design Review Report:** After completion of each design review, the CMF shall assemble and organize the comments from the various stakeholders or other required regulatory agencies and incorporate the comments into a consolidated design review report. The report shall contain comments on required corrections and improvements by discipline and specification section or drawing number. The New Jersey Department of Community Affairs (DCA) UCC Building Code Unit will transmit the design review report to the Design Consultant for action. The CMF and project team shall meet with the Design Consultant to present and discuss DCA's comments. The CMF shall evaluate the Design Consultant response to all comments and develop directives resulting from the design review. The CMF shall review subsequent submissions to ensure that all directives and revisions have been incorporated into the design documents by the Design Consultant.
- E. Review Design Consultant's invoices for approval;
- F. Review Design Consultant's proposed contract modifications for approval;
- G. Recommend alternate solutions when design details affect project cost and schedule;
- H. Perform document and constructability reviews and develop a commissioning services program during the construction document phase; and
- I. **Permit Phase:** The CMF shall consolidate and assemble the code comments from the Department of Community Affairs Uniform Construction Code Unit as necessary, and forward the comments to the Design Consultant. The CMF will be responsible to review responses from the Design Consultant to ensure all code comments have been adequately revised and corrections incorporated into the plans and specifications.

4. Periodic Reporting - The CMF shall update and report on the project schedule monthly. Reports shall address items 1-11 set forth in Section IX(A)(3)(B) above, as well as constructability reviews, safe construction practices, industry markers for cost & deliveries, design schedule status, design budget compliance, and any required updates to design and project cost estimates.
5. Notification - The CMF shall notify DPMC and NJBA of all issues brought to the attention of the Design Consultant by the CMF, and of the Design Consultant's response to each. The CMF shall notify the Design Consultant and Project Team members if the Design Consultant's submissions are untimely, inadequate or incomplete and identify any issues that have the potential to significantly impact or jeopardize the project goals and objectives.
6. In the event that the CMF makes recommendations to the Design Consultant to correct constructability issues or problems, or advises regarding potential errors or omissions discovered, the CMF shall not take any action that infringes on the Design Consultant's professional and contractual responsibility for the project design.

## **B. DOCUMENT REVIEW**

CMF shall review all documents for clarity, consistency, constructability, and completeness during the Design Phase of the project. Review items shall include, but not be limited to the following:

### **1. Document Content:**

Provide advice regarding site use and improvements, selection of materials, building systems and equipment, and methods of project delivery. Provide recommendations to the Project Team members on relative feasibility of construction methods, availability of materials and labor, time requirements for procurement, installation and construction, and factors related to cost including, but not limited to, cost of alternative installation methods, procedures or materials, preliminary budget and possible economics.

### **2. Building Information Model (BIM):**

A building information model (BIM), utilizing Autodesk's Revit Architecture software, or approved equal, will be used throughout the Project, including all phases of design.

The Design Team will make the BIM available to the CMF for review, and provide periodic updates throughout the design phases of the Project. Upon completion of the construction documentation, the BIM will be turned over to the CMF to be utilized throughout the construction phase of the work.



During construction, the BIM will be used by the CMF, the General Contractor, all subcontractors and specialized trades for the preparation of coordination documents, shop drawings, submittals, and other construction phase documentation, including preparation of “as-built” documentation.

The CMF will review the General Contractors and all subcontractors’ trades’ ongoing preparation of as-built documentation to determine and enforce the preparation of all “as-built” documentation effort utilizing the BIM model.

### **3. Division of Work:**

CMF shall make recommendations regarding the division of work in the drawings and specifications to facilitate the bidding and awarding of construction contracts allowing for phased construction and taking into consideration such factors as the legal requirements of construction contracting methods, time of performance, and availability of labor and work areas, overlapping jurisdictions and provisions for temporary facilities. The CMF’s SOW shall not be duplicated in the construction contractors SOW.

### **4. Alternate Solutions:**

Review the contract documents as they are being prepared and recommend alternate solutions whenever design details affect project cost, constructability and bid-ability without, however, assuming any of the Design Consultant’s responsibilities to provide sound design and properly prepared contract documents.

### **5. Single Prime Contract:**

The bid documents shall be prepared to advertise and bid this project as a "single prime" contract. Therefore, the CMF shall estimate all costs under a “single prime” scenario and include that lump sum amount in the base bid of their fee proposal.

### **6. Separate/Early Bid Package Contracts:**

There is a possibility that the bid documents may be prepared to advertise separate/early bid packages.

The CMF will assist in an analysis to determine if separate/early bid packages should be advertised to compress the project schedule and/or to address long-lead items that may have a

negative impact on the project schedule. Additionally, the CMF will assist in an analysis to determine if the bid schedule should be adjusted to allow for a more advantageous bid market. These analyses are to be completed during the Final Programming Phase and Design Development Phase. Other options recommended by the Project Team members may require additional analysis.

The CMF shall estimate all costs associated with reviewing and assisting with a minimum of three separate/early bid packages and enter that amount on the fee proposal line item entitled "Separate/Early Bid Package Allowance."

Separate/early bid packages may include:

EBP #1 Sitework/Concrete/Structural Steel & Metal Decking,  
EPB# 2 Pre-purchase Emergency Power Generator & Related Equipment,  
EPB# 3 Pre-purchase Lab Casework and  
EPB #4 Pre-purchase Lab Refrigerators & Freezers

#### **7. Bid Schedule Adjustment Analysis:**

Conduct, with assistance from the Design Consultant, an analysis to determine if one or more trades should be advertised as other additional separate early bid packages to compress the project schedule.

#### **8. Project Labor Agreement:**

It is expected that the project will be subject to a Project Labor Agreement (PLA). The CMF is responsible for reviewing and becoming familiar with the requirements of current PLA law N.J.S.A. 52:38-1.

#### **9. Areas of Conflict:**

Review the drawings and specifications with the Design Consultant to eliminate areas of conflict and overlapping in the work to be performed by the various Contractors.

### **C. CONTRACTOR SUBMITTAL PROCEDURES**

The CMF, in conjunction with the Design Consultant, shall develop procedures for the review and approval of all Contractor required submittals utilizing the BIM model. The procedure shall include, but not be limited to, requirements for the contractor to submit all submittals to the

CMF; the CMF to review the submittal prior to forwarding to the Design Consultant for review and approval; the Design Consultant returning the submittal to the CMF and the CMF returning the submittal to the Contractor. The “Contractor Submittal Procedures” shall be included in Division 1 of the specifications.

#### **D. SUBMITTAL SCHEDULE/CHECKLIST**

The CMF, in conjunction with the Design Consultant, shall prepare and include in Division 1 of the Specifications a schedule/checklist of all submittals required for the contract. The schedule/checklist shall identify the general conditions and/or specification section and the type of submittal required. The schedule/checklist shall be prepared during the design phase of the project as the specifications are being developed.

#### **E. SAFETY AND SECURITY**

CMF shall provide recommendations and information regarding the assignment of responsibilities for safety and security precautions and programs, general hoisting and crane operations, temporary project facilities, access to the construction work and equipment, materials and services for common use of Contractors. CMF shall provide the Design Consultant with the requirements and assignments of responsibilities for safety and security precautions to be included in Division 1 of the specifications.

#### **F. SITE UTILIZATION PLAN**

CMF shall provide a proposed site utilization plan of the entire construction site; illustrating areas available for Contractor construction access and trailer areas, access to adjacent facilities and related materials. The plan should illustrate the varying site utilization over the major construction phases of the project. CMF shall recommend the extent, location and configuration of temporary construction support facilities and coordinate with the various contractors.

#### **G. VALUE ANALYSIS**

CMF shall provide Value Engineering (VE) services for the project at appropriate times in the design phases, as indicated in the Design Consultant Contract, and as part of reconciling the cost estimates provided by the Design Consultant. VE services shall be performed in accordance with the recommendation of the Society of American Value Engineers (SAVE). VE services are to include, but not be limited to, mechanical systems, roofing systems, finishes, energy management systems, lighting and power systems and site work. Such studies shall include life

cycle costs, maintainability and operability, the thirty (30) year life expectancy for the project, and the long-term considerations for future maintenance and repairs of the building.

## **H. SCHEDULE & CHAIR DESIGN PHASE MEETINGS**

The CMF shall schedule, coordinate and chair all design phase meetings and be the sole publisher of all meeting minutes. The CMF shall prepare an agenda prior to each scheduled meeting. The CMF is responsible for the preparation and distribution of all project meeting minutes, with the review and assistance of the Design Consultant, within two (2) working days of all meetings. The meeting minutes shall be distributed to all attendees and those persons specified to be on the distribution list by the DPMC/NJBA. All meeting minutes are to have an “action” column indicating the party that is responsible for the action indicated and a deadline to accomplish the assigned task. These tasks must be reviewed at each meeting until it is completed and the completion date shall be noted in the minutes of the meeting following the task completion.

## **I. PREPARE CONSTRUCTION COST ESTIMATES**

The Design Consultant shall prepare and include with each design package submission, a construction cost estimate in CSI format with supporting documentation.

Independently, the CMF shall prepare and submit to DPMC/NJBA its own independent construction cost estimates, in CSI format with supporting documentation, based on the design documents prepared by the Design Consultant at or just prior to the completion of the design deliverable packages noted in paragraph IV.A. “Design and Construction Schedule”. Estimates are to be in sufficient detail appropriate to the design phase of the project as recommended by the American Society of Professional Estimators. Refer to paragraph VIII. F., Value Analysis, for criteria and assessment considerations to be used in each cost estimate and accompanying value engineering recommendations.

The CMF shall make recommendations for corrective action if it appears that the construction cost estimate (CCE) may exceed the project budget.

The Design Consultant’s and the CMF’s construction cost estimates shall be submitted to DPMC/NJBA within five (5) working days after all documentation upon which the estimate is based is provided to the CMF. Within five (5) working days following receipt of the cost estimate from the Design Consultant, the CMF shall prepare a reconciliation of the differences in the two estimates, and participate in a meeting with the DPMC/NJBA and the Design Consultant team to reconcile its estimate with the estimate prepared by the Design Consultant. The CMF

shall provide a detailed analysis defining any cost estimate differentials and together with the Design Consultant, prepare recommendations for cost reduction initiatives that may be required. The recommendations accepted by the DPMC/NJBA shall be used by the Design Consultant in the preparation of the next design phase documents.

All cost estimates shall be adjusted as applicable for regional location, site factors, construction phasing, building use group, location of work within the building, temporary swing space, and inflation factors based on the year in which the work is to be performed; and any applicable State or Federal statutes and regulations.

## **J. DESIGN PHASE BUDGET/COST CONTROL**

1. The CMF shall assist the State in reviewing all Design Consultant cost estimates and submissions to verify that project costs remain within the project budget. The CMF must report any disparities discovered in the project costs to the Project Team for resolution before proceeding on to the next phase of the design.
2. The CMF shall establish a uniform procedure for reviewing, analyzing, and assessing each estimate submitted by the Design Consultant and preparing an independent estimate for comparison purposes and subsequent reconciliation at completion of each design phase cycle.
3. The CMF cost review should verify that:
  - a. Unit costs are accurate;
  - b. Quantity takeoffs are accurate;
  - c. All design elements are included;
  - d. Level of detail is appropriate to design stage;
  - e. Formats are correct;
  - f. Cost escalation factors are properly applied;
  - g. Balance of costs among building and other systems are acceptable;
  - h. Areas and other measurements are correct;
  - i. Up-to-date scope modifications are reflected.
4. The CMF shall prepare and submit an independent construction cost estimate for comparison to the Design Consultant's cost estimate on the appropriate DPMC-38 form with accompanying detail back-up for each phase estimate prepared by the Design Consultant. CMF shall jointly with the Design Consultant perform a subsequent cost estimate reconciliation report at completion of each design phase cycle. CMF shall also make recommendations for corrective action or project revisions if it appears that the construction cost estimate (CCE) may exceed the project budget.
5. Design Submissions: CMF shall review submissions to determine if the project requirements are being met by the project Design Consultant. Formal design reviews by the CMF are required at the completion of each design phase milestone of the project. CMF shall review

all documents for clarity, consistency and completeness and provide advice and recommendations for improvements. CMF shall refer to the Work Order for detailed requirements for each design phase, as follows:

- a. Pre-Design - Feasibility Study/Concept Phase and Programming Phase
- b. Schematic Design Phase
- c. Design Development Phase
- d. Construction Documents/Final Design Phase
- e. Permit Phase
- f. Construction Phase
- g. Commissioning and Closeout Phase

#### **K. IDENTIFY LONG LEAD CONSTRUCTION ITEMS**

The CMF and Design Consultant shall identify all project long lead items and the CMF shall coordinate their procurement and installation so they will not have a negative impact the project cost or schedule.

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### **IX. PERMITS PHASE RESPONSIBILITIES**

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CMF shall become familiar with all of the permits and approvals required for the project. CMF shall assist the Design Consultant in obtaining building permits and all special permits for permanent improvements. CMF shall verify that the Design Consultant has determined the amount of all applicable fees and assessments. CMF shall assist in obtaining approvals from authorities having jurisdiction over the project including DCA.

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### **X. CONSTRUCTION PROCUREMENT PHASE RESPONSIBILITIES**

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#### **A. BID PACKAGE**

The CMF shall assist the Design Consultant and DPMC in the preparation of all bid package documents including, but not limited to the following: Signed and Sealed Drawings and Specifications, Bid Proposal forms, Notice of Advertising form, Current Working Estimates, Schedule, Bulletins, etc.



The CMF shall develop and maintain an RFI log during Contractor procurement. All Contractor questions shall be created and tracked with a document control number (CQ#).

**B. SCHEDULE & CHAIR PRE-BID CONFERENCE**

The CMF shall schedule and chair the Contractor pre-bid meetings as may be required, at the project site or other location designated by the State  
CMF shall assist the Design Consultant to respond to technical questions asked by the bidders, discuss project logistics, project phasing requirements, project scheduling and mandatory project milestones. CMF shall assist the State to prepare Bulletins for distribution.

**C. PREPARE AND DISTRIBUTE MEETING MINUTES**

The CMF shall be the sole publisher of the project's pre-bid conferences for distribution via Bulletin by DPMC/NJBA. CMF shall prepare and distribute meeting minutes related to all construction procurement meetings.

**D. ATTEND BID OPENING**

CMF shall attend the bid opening and assist DPMC/NJBA in evaluating the construction bids and proposals.

**E. BID REVIEW AND POST BID CONFERENCE**

The CMF, in conjunction with the Design Consultant and DPMC/NJBA staff, shall review the bid proposal from the apparent low bidder(s) for each bid package. The CMF shall then schedule and chair the Contractor post-bid conference to review the contractors bid, proposed sub-contractors, material suppliers and any substitutions the contractor may propose.

The CMF shall provide DPMC/NJBA with an analysis of the construction cost estimate (CCE) versus the Contractor's actual bid, with explanations for the differences in price.

**F. RECOMMENDATION TO AWARD**

Upon completion of the post bid conference, the CMF shall prepare a "Letter of Recommendation" to award the contract to the firm submitting the low responsible bid. The "Letter of Recommendation" shall be provided to DPMC/NJBA within five (5) working days of the bid opening. The letter shall be in a format approved by DPMC/NJBA.

## **G ATTEND DIRECTOR’S HEARING**

As required. CMF shall attend any hearing and assist the Design Consultant and DPMC in responding to a bid protest.

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## **XI. CONSTRUCTION PHASE RESPONSIBILITIES**

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The CMF shall provide administrative, management and related services as required to monitor that the Contractor(s) complete the project in accordance with their contractual obligations defined in the “Agreement between the State of New Jersey and the Consultant for Construction Management Services”, the General Conditions and any other related or associated contract documents. The CMF shall include the development and implementation of procedures described in the Agreement and for the tasks and/or programs including, but not limited to the following:

### **A. ADMINISTRATION OF CONTRACTS**

CMF shall become familiar with the contractual obligations of all entities doing the work for the project. CMF shall provide administration of construction contracts, contracts for furniture, fixtures, equipment and other contracts and purchase orders.

### **B. REVIEW CONTRACTOR PERFORMANCE & SCHEDULE**

CMF shall monitor the work of the Contractor(s) and keep the DPMC/NJBA informed of the progress of the work on a daily basis and ensure all work is in compliance with the contract documents.

The CMF shall endeavor to guard the DPMC/NJBA against defects and deficiencies in the work and to achieve satisfactory performance by each of the Contractors. CMF shall recommend courses of action to the DPMC/NJBA when contract requirements are not being fulfilled and the non-performing party does not take immediate corrective action.

### **C. SCHEDULE & CHAIR CONSTRUCTION PHASE MEETINGS**

The CMF shall schedule, coordinate and chair all construction phase meetings including but not limited to coordination meetings, safety meetings, schedule meetings, progress meetings, BIM

meetings, testing & inspection meetings, DCA inspection meetings, claims meetings, State/CMF/Design Consultant meetings, and be the sole publisher of all meeting minutes.

## **D. PRO-ACTIVE MONITORING**

CMF shall provide pro-active participation in monitoring and verification that all schedule activities are occurring in accordance with the approved CPM Construction schedule. Pro-active verification may include phone calls to suppliers or vendors in order to confirm placement of orders, obtain invoice documentation, shipping data and any other actions, review submission of submittals to determine adherence to approved submittal schedule and contact contractors not adhering to such requirements, and other actions required to insure all schedule activities are occurring in accordance with the approved schedule.

## **E. PHOTO DOCUMENTATION**

### **1. Background:**

During construction, CMF should document any significant activities by photograph. This photographic record shall include progress photographs adequately capturing all key stages of the construction work and additional photographs capturing new salient features. Photographs shall include a brief description of the work, date and time the photo was taken.

Two parallel photographic activities will be in place during the construction phase of the project, with the first record provided by the Design Consultant, and the second will be performed by the CMF. The protocol for this documentation will be delineated in detail in the specifications contained in the bid documents.

The CMF shall be the official and sole publisher of construction photos and provide monthly project photographs from the construction phase NTP to project substantial completion. Photographs shall be in color, digitally stored and accessible by the State during the course of construction. At the end of the project, the CMF shall provide print color copies and hard drives of all photos to the State. A minimum of twelve (12) color digital photos with a 8x11 hard copy print size shall be taken per expansion area.

### **2. CMF Responsibilities during Construction and Project Close Out:**

The CMF shall:

- Maintain a record of all areas that need to be photo-documented during construction.

- Notify the Design Consultant two weeks ahead of schedule that specific construction activities will be performed so that they can be photo-documented.
- Assist the Design Consultant at the completion of the project in undertaking the cataloging of the comprehensive photo documentation of the completed project.

## **F. CERTIFICATION OF PERFORMANCE**

The CMF shall sign the DPMC/NJBA “Certification of Performance” document each week. Refer to **Exhibit ‘D’**. The CMF certifies by their signature that the work performed by the Contractor(s) during that week has met any and all requirements for Quality Control and Quality Assurance as they relate to all equipment, materials, and construction systems currently being installed and in accordance with the Contract Specifications, Contract Construction Drawings, and Design Consultant approved submittals. In addition, the CMF certifies that a safety oversight program has been implemented to comply with all Federal, State and Local Safety Authorities, insurance requirements, and any local County, Municipal, and Union health rules and regulations.

## **G. EVALUATE AND RECOMMEND CONTRACTOR INVOICES**

Through the use of the approved cost loaded Construction Schedule and monthly updating of same, the CMF shall review all applications for payment and/or invoices submitted by the Contractor for progress payments, reduction in retainage, final payment and all other requests for payment in accordance with the requirements of the Contractor’s Contract. Following such review, the CMF shall submit to the Design Consultant for review, with recommendations to the DPMC/NJBA for disposition thereof in accordance with the DPMC/NJBA’s procedures, certifying same, and shall whenever appropriate, make specific recommendation to the DPMC/NJBA concerning the denial or reduction of any payment of the Contractors monthly requisition or other request for payment should the CMF have cause to be dissatisfied with the Contractor’s performance under its contract.

The CMF’s certification for payment shall constitute a representation to the DPMC/NJBA, based on the CMF’s determinations at the site and on the data comprising the Contractor’s application for payment, that, to the best of the CMF’s knowledge, information and belief, the work has progressed to the point indicated and the quality of the work is in accordance with the Contractor’s contract documents.

## **H. CHANGE ORDER REQUESTS ESTIMATES, LOGS AND ERRORS AND OMISSIONS RECOMMENDATIONS**

CMF shall review, log, track evaluate and make specific written recommendations regarding all construction change order requests. The CMF shall assess change order requests for validity; merit, cost, and utilizing the approved schedule, to perform a schedule impact analysis to determine the effect, if any, the change order request will have on the milestones and completion date of the project.

The CMF shall attend and actively participate at administrative hearings and conferences or settlement conferences in connection with such claims upon request by the DPMC/NJBA. The CMF shall, upon request of the DPMC/NJBA, assist in the preparation and presentation of its defense, counterclaim or other position in connection with any claim by or against the DPMC/NJBA during any lawsuit.

### **1. Change Order Request Folder:**

The CMF shall prepare and deliver to the DPMC/NJBA Project Manager, both hard and electronic copies of a contractor's change order request folder (the CMF shall provide all office supplies and materials related to developing and hard copy change order folder) that contains detailed documentation including, but not limited to, the Contractor submitted DPMC 9b, with supporting cost and labor rate justifications, and any appropriate drawings and/or specifications, the Design Consultants DPMC 10 – Consultant change order review and attachments. **In addition to providing a hard copy of a contractor's change order request folder, the CMF shall include in their fee proposal the implementation of a paperless change order management system, of which permits the CMF's digital sharing of a contractor's change order request folder with the State.**

The CMF is to provide this information in a letter to the DPMC/NJBA, formatted as described below. This information shall then be reviewed by the Design Consultant and with the Design Consultant's input, provided to DPMC/NJBA. It shall include separated highlighted sections detailing the following:

#### REASON FOR CHANGE

This section should include a detailed explanation of the change order request with emphasis on the specifications, plans, and any other relevant project documentation or issue history. A classification of the change order request is required.

#### CONTRACTOR ENTITLEMENT

A statement as to why the contractor is or is not entitled to the change order request is required. The basis for this determination of entitlement will be the contract documents.

**COST ANALYSIS**

This section should show a comparative analysis between the contractor's cost estimate and the CMF's independent cost estimate. Any difference in estimates should be noted and explained. A statement indicating fair market costs, acceptable labor practices, and approval of the contractor's cost estimate is to be made.

**SCHEDULE IMPACT**

If the contractor is declaring an impact to the schedule, it is to be analyzed by the CMF. A statement regarding agreement or disagreement is to be made.

**RECOMMENDATION**

The CMF's recommendation will be based on all of the above and will clearly state either approval in the full amount, approval as negotiated in the past (include details of the negotiation), or that the change order request must be negotiated, or rejection (include substantiating details).

If the change order request is negotiated, the CMF shall prepare a "Record of Negotiation" to be included in the change order request folder.

The CMF shall provide both an electronic copy and a hard copy of the entire final version of the Contractor's DPMC 9b Change Order Request folder (COR) to DPMC/NJBA within ten (10) working days from receipt of the Contractor's change order request. If the COR folder prepared contents prepared by the CMF are deemed insufficient by the DPMC/NJBA, the CMF shall correct and resubmit at no additional cost to the State.

**2. Cost Estimate:**

The CMF shall provide the DPMC/NJBA with its independent detailed breakdown of all costs associated with each change order request, i.e. material, labor, equipment, overhead, Sub-Contractor work, profit and bond, and certification of increased bond. The estimate shall be in CSI format.

The CMF shall provide immediate response to a "not to exceed" cost proposal submitted by the Contractor in the case of emergent situations.



### **3. Negotiation:**

If a negotiation of the change order request is necessary, the CMF shall assist DPMC/NJBA in negotiating a change order request cost estimate submitted by the Contractor. The CMF will obtain a new change order request 9b form from the Contractor reflecting the negotiated amount and include this, along with the original 9b form, in the folder submitted to the DPMC/NJBA.

### **4. Meetings:**

The CMF and the Consultant shall attend and actively participate at all administrative hearings or settlement conferences in connection with such change order requests.

### **5. Change Order Request Log:**

The CMF shall maintain a Change Order Request Log on the website to track the status of all project change order requests. The Change Order Request Log shall include, but not be limited to, entries for the Contractor's tracking number, the State's tracking number, the value of the change order request (with running total), separate Error/Omission/Scope designations (with running totals), the approval/denial/cancellation status of the change order request, and payment status.

## **I. COORDINATION OF REVISIONS TO THE CONTRACT DOCUMENTS**

CMF shall provide coordination of revisions or changes to the Contract Documents to be made by the Consultant as required in response to unexpected site conditions or approved scope changes.

## **J. QUALITY ASSURANCE AND QUALITY CONTROL (QA/QC)**

CMF shall develop a QA/QC program including methods and frequency of inspections. The CMF shall staff the necessary field offices with qualified personnel assigned to carry out QA/QC on each work package or trade. CMF shall provide all supervisory and inspection staff at the job site necessary to verify that the project is properly constructed in strict accordance with the contract documents, the Schedule and within budget. On the basis of on-site inspections, the CMF shall recommend rejection of work that does not conform to the requirements of the contract documents. Separate but part of this task, the CMF shall also monitor and report to the DPMC/NJBA the Construction Contractor(s) quality control operations/inspections.

The CMF shall coordinate and participate in the required code inspections with the Contractors and/or other State Agencies. The CMF shall immediately notify the DPMC/NJBA of any Contractor code inspection failures and monitor the Contractor's progress for corrective action and re-inspection of the work to minimize the impact, if any, to the progress of the work and completion of the project as scheduled.

## **K. SAFETY OVERSIGHT**

The CMF shall, on a continuous basis, monitor the Contractor(s) site safety program to ensure compliance. If it is found the Contractor(s) is not in compliance with said program then the CMF shall immediately notify the Contractor(s) and the DPMC/NJBA in writing of the deficiencies.

The CMF shall meet with the DPMC/NJBA's Representative to review the non-compliance issues and proceed in a manner as directed by the DPMC/NJBA to ensure compliance with the site safety program. The CMF will maintain a complete record of all safety related incidents and submit monthly Safety Reports to the DPMC/NJBA.

## **L. SECURITY PROGRAM FOR REVIEW WITH FACILITY OCCUPANTS**

The New Jersey Public Health Environmental and Agriculture Laboratory (NJPHEAL) is located in a New Jersey State Police (NJSP) secure facility, and access is provided through the NJSP. The CMF shall, in conjunction with the Using Agencies, the State's Interdepartmental Security Unit (ISU), and the NJSP shall develop, implement and manage a security program to ensure that unauthorized individuals do not enter the site and that the project site is not vandalized.

The security program shall include, but not be limited to:

- Employee Background Checks – all CMF, contractor, subcontractor, consultant and sub-consultant personnel entering the project site shall have a background check completed and approved by the New Jersey State Police before site access can be granted.
- Employee Identification – Upon approval of the back ground check by the New Jersey State Police, personnel entering the project site shall be issued a photo identification badge/access card. Identification badges shall be supplied by the Department of the Treasury Security Unit.
- Site Access Control – CMF shall operate and maintain card access systems at all entrances to the project site. Card access systems shall be provided by the State's Interdepartmental Security Unit.

## **M. LABOR RELATIONS**

CMF shall monitor overall labor issues and render assistance to the DPMC/NJBA, upon the DPMC/NJBA's request as may be appropriate. It is anticipated that the project be subject to a Project Labor Agreement (PLA).

## **N. SHOP DRAWINGS AND SUBMITTAL PACKAGES**

The CMF shall be responsible for monitoring, receiving, cataloging, logging and processing of all Contractor submittals including, but not limited to, shop drawings, samples, product data, operations manuals, warranties, project closeout documentation and all other submittal packages utilizing the BIM backgrounds and set ups in conformance with the project specifications. The CMF shall first review each submittal package for completeness and compliance with the specifications, as well as coordination among trades and general conformance with design documents, rejecting incomplete Submittal Packages before forwarding to the Consultant for review. The CMF shall return to the Contractor(s) all Consultant reviewed Submittal Packages.

The CMF shall maintain an accurate, up-to-date Submittal Log in a form acceptable to the DPMC/NJBA, which shall include, but not be limited to, a description of each submittal package required by specification number, the date submitted by the Contractor(s), the date sent to the Design Consultant, the date returned by the Design Consultant, the date forwarded back to the Contractor(s) and the status of the returned submittal. The CMF shall generate a submittal log report weekly for the DPMC/NJBA and Contractor(s), which shall list the status of all project Submittal Packages, the dates submittals are required to be submitted and approved to avoid impacting the scheduled completion of the work.

## **O. CONTRACTOR REQUESTS FOR INFORMATION (RFIS)**

The CMF shall, in consultation with the Consultant, establish a procedure and process acceptable to the DPMC/NJBA, for contractors to submit requests for information (RFIs) and for the CMF and/or Consultant to respond to said RFIs. The procedure shall be included in Division 1 of the specifications.

The CMF shall develop and maintain an RFI log on the project website. The log shall include, but not be limited to, identifying each RFI uniquely, record the date received, include a brief description, identify the party responsible for responding and record the response to the RFI and the date of the response.

The RFI log shall produce reports of the processed as well as outstanding RFI requests. RFI reports shall be reviewed at each job meeting.

## **P. DAILY CONSTRUCTION REPORT**

The CMF shall be the sole publisher of the project's official daily construction report and submit a copy to the DPMC/NJBA from construction start to substantial completion. Reports are due the following business day. CMF shall submit a sample report with your technical proposal. The CMF shall maintain all daily logs on the website.

## **Q. CONSTRUCTION CLAIMS MANAGEMENT**

CMF shall establish and maintain an active program to avoid or minimize the number of claims from the Contractor(s) and/or Design Consultants. Upon the DPMC/NJBA's request, CMF shall analyze any and all claims or requests for extensions of time and costs, using available project records, the approved Design Schedule and/or Construction Schedule, and make specific recommendations regarding same.

The CMF shall attend and actively participate at administrative hearings and conferences or settlement conferences in connection with such claims upon request by the DPMC/NJBA. The CMF shall, upon request by the DPMC/NJBA, assist the DPMC/NJBA in the preparation and presentation of its defense, counterclaim or other position in connection with any claim by or against the DPMC/NJBA during any lawsuit.

## **R. CONSTRUCTION SITE MONITORING**

CMF shall provide project monitoring at the site of all activities of all Contractors so that construction is accomplished with a minimum of duplication of effort and interference.

## **S. MONTHLY PROGRESS REPORT**

The CMF shall submit monthly written progress reports to the DPMC/NJBA and Consultant by the 1st of each month including, but not limited to, information concerning the adequacy of the work and site manpower of the Contractor(s), the percentage of completion, submittal status, the number and amount of change order requests, the updated schedule with reports, look ahead Construction schedule, progress on photo documentation, as-built document preparation by the Contractor and construction cost summary reports. Additionally, the monthly progress report shall include current and potential problems deemed of sufficient importance to require DPMC/NJBA monitoring or action during the forthcoming month and a recommended course of

action to achieve resolution of each of these problems. The CMF shall maintain all monthly progress reports on the website.

#### **T. DAILY JOB SITE MEETINGS**

The CMF's Project Manager shall meet with the DPMC/NJBA's representative on the jobsite on a daily basis to observe ongoing work, review the Project's current status, discuss new issues and review the Contractor(s) work to be performed that day.

#### **U. AVAILABILITY OF MATERIAL AND EQUIPMENT**

The CMF shall analyze project requirements for critical material and equipment availability. Work with the Contractors to achieve timely deliveries and installations.

#### **V. COMPLIANCE WITH LAWS**

The CMF shall require each Contractor to comply with all relevant Federal and State statutes, ordinances, rules, executive orders and regulations and notify the DPMC/NJBA of a Contractor's non-compliance.

#### **W. INTERPRETATION**

CMF shall consult with the Design Consultant whenever any Contractor properly requests interpretations of the meaning and intent of the Drawings and Specifications, and assist in the resolution of questions or disputes that may arise.

#### **X. MONITOR AS-BUILT DRAWING UPDATES**

The CMF shall monitor on a continual basis the Contractor's timely preparation of "As- Built" information into BIM backgrounds and set ups, updating and final submission of a complete set of record "As-Built" marked-up drawings to the Design Consultant for review and approval. The approved As-Built Drawings shall be submitted with the Project Closeout documents.

## **Y. CODE INSPECTION SCHEDULING**

CMF shall assist DCA or other construction inspectors with their required inspections to ensure construction is in compliance with the New Jersey Uniform Construction Code and the contract documents. CMF shall require corrective actions as needed.

## **Z. INSPECTIONS**

CMF shall inspect work in progress, and take action to avoid or prevent installation of defective or non-conforming work by the Contractors. CMF shall maintain on the website a continuing list of non-conforming work as determined from time to time by CMF, DPMC/NJBA or Design Consultant; publish this list to the responsible Contractors, require timely resolution of the non-conforming work, and report on resolution. CMF shall include in their fee proposal for all work associated with Third-Party testing and inspection services for earthwork, concrete testing, spray-on fireproofing, paving, building movement monitoring, roof inspection, floor and wall finishes, exterior finishes, etc.

## **AA. PUNCHLIST AND CORRECTION OF DEFECTIVE WORK**

Upon issuance of “Certificate of Substantial Completion”, the Design Consultant shall, in conjunction with the CMF and DPMC/NJBA, prepare a punch list of defective and/or noncompliant work to be corrected by the Contractor (s) prior to beneficial occupancy. The CMF shall monitor and maintain an updated punch list on a weekly basis and ensure the responsible Contractor(s) take prompt action to correct defective work necessary to complete all work as required in the contract documents.

The CMF shall maintain the punch list on the “website” in a format acceptable to the DPMC/NJBA. The punch list shall state the date of origination, identify the design specification section that is not in compliance, the open/close status, and the date of completion. Additionally, if the punch list item resulted from a DCA code inspection, it shall have a unique identifier that will indicate the need for “priority” correction.

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## **XII. BUILDING COMMISSIONING**

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### **A. GOALS**

The goals of the commissioning process to be completed by the CMF's Commissioning Agent include, but are not limited to:

- Providing an unbiased, objective verification that the design and installation is complete for all building systems and controls including, but not limited to:
  - HVAC
  - Lighting
  - Energy Management
  - Security
  - Fire detection and notification
  - Network wiring
- Providing an unbiased, objective verification that the design of all building systems and controls are installed/constructed as per the contract documents.
- Ensuring that the equipment and systems operate as required by the contract documents.
- Providing assurance to the DPMC/NJBA that the completed building systems and controls are performing efficiently and reliably.
- Verifying contract conformance of building systems and controls.
- Verifying that building systems and controls Operations and Maintenance (O&M) manuals and associated documentation is complete and detailed per the contract requirements.
- Verifying that the operations and maintenance personnel are adequately trained per the requirements of the contract documents.
- Verifying that all required user manuals, warranty information and spare parts are accounted for and ready for turnover at closeout.

### **B. RESPONSIBILITIES**

Commissioning Agent shall, during the Design Phase:

- Develop a commissioning plan for the all building systems and controls including, but not limited to, specifications, installation checklists, functional testing requirements, performance testing requirements, O&M training and O&M documentation to be included in the construction documents.
- Coordinate and direct commissioning activities with the Design Consultant and Project Team.
- Review and comment on Design Consultants design submittals including:



- Schematic Phase submittal, including construction cost estimate.
- Design Development submittal, including construction cost estimate.
- Final Design submittal, including construction cost estimate.

Commissioning Agent shall, during the Bid Phase:

- Attend construction pre-bid meeting to respond to commissioning related questions.
- Coordinate with Design Consultant responses to commissioning related questions submitted by bidders and assist Design Consultant in the preparation of Bulletins as required.

Commissioning Agent shall, during the Construction Phase:

- Coordinate and direct the commissioning activities in a logical, sequential and efficient manner.
- Review contractors schedule to insure commissioning activities are planned and included.
- Review contractor submittals including, but not limited to, shop drawings, catalog cuts, O&M manuals, equipment warranties for compliance with contract documents and commissioning requirements providing recommendations to the Design Consultant.
- Plan and conduct commissioning meetings as required, coinciding with regularly scheduled bi-weekly construction progress meetings.
- Perform site visits as necessary to observe equipment and systems installation.
- Witness all functional and operational equipment and systems tests.
  - Review testing and air balancing (TAB) reports.
- Oversee the training of the operations and maintenance personnel.
- Provide bi-weekly progress reports of commissioning activities to include, but not limited to, the status of:
  - Installation checklists
  - Functional testing
  - Performance testing
  - O&M training
  - O&M documentation
- All commissioning reports shall be maintained on the “website” for reference.

Commissioning Agent shall, during the Close-out Phase:

- Provide a final commissioning report.
- Provide a “Certificate of System Acceptance” upon completion of system performance testing, submission of all project documentation and completion of training.

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### **XIII. CLOSE-OUT PHASE**

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#### **A. PROJECT CLOSE-OUT**

The CMF shall manage and coordinate the Project Close-Out process to include, but not limited to:

- Commissioning
- As-Built Drawings (BIM)
- Warrantees and Guarantees
- Operating and Maintenance manuals
- Certify Final Completion for acceptance by the DPMC/NJBA

#### **B. PROJECT CLOSE-OUT DOCUMENTATION**

The CMF shall monitor and track the progress of the Contractor(s) timely submission of Project Closeout Documentation. The Project Closeout Documentation shall include, but not be limited to operations manuals, certificates, instructions, warrantees, guarantees, maintenance manuals, test reports, as-built drawings and certifications.

The CMF shall forward all Project Closeout Documentation to the Design Consultant for review and approval. The CMF shall produce a bi-weekly Project Closeout Documentation report sorted by Contractor for the DPMC/NJBA and Contractor(s).

Project Close-out Documentation and reports shall be maintained on the website.

#### **C. FINAL INSPECTION**

Following the issuance of a certificate of substantial completion of the work or a designated portion thereof, in conjunction with the Consultant, evaluate the completion of the work of the Contractors and make recommendations to the DPMC/NJBA when the work is ready for final inspection. The CMF shall, in conjunction with the Consultant and the DPMC/NJBA, conduct final inspection(s) of the contracted work of the Contractors prior to final acceptance by the DPMC/NJBA. The CMF shall, in conjunction with the Consultant, forward to the DPMC/NJBA a final project application for payment upon compliance with the requirements of the Contractors' contract documents.

#### **D. WARRANTY INSPECTION**

Nine (9) months after Project occupancy, schedule and conduct a site inspection with the DPMC/NJBA's staff to identify warranty work that may need to be completed.

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### **XIV. ALLOWANCES**

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#### **A. SEPARATE/EARLY BID PACKAGE ALLOWANCE**

There is a possibility that the bid documents may be prepared to advertise separate/early bid packages. Therefore, the CMF shall estimate all costs associated with reviewing and assisting the A/E with preparing a minimum of three separate/early bid packages and enter that amount on the fee proposal line item entitled **"Separate/Early Bid Package Allowance."**

The CMF shall provide a cost breakdown detailing all costs associated with the possibility of separate/early bid packages. These detailed breakdowns are required as a deliverable during the Program Phase.

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

PROJECT NAME: Construction Management Services for NJPHEAL – Laboratory, Administration Wing and Warehouse Expansion Project  
PROJECT LOCATION: NJSP Campus, Ewing Township  
PROJECT NO: A1360-01  
DATE: February 28, 2023

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#### XIV. SOW SIGNATURE APPROVAL SHEET

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

SOW APPROVED BY: James Wright 2/28/2023  
JAMES WRIGHT, MANAGER DATE  
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Rosalind Finney 02.28.2023  
ROSALIND FINNEY, DIVISION DIRECTOR DATE  
NEW JERSEY DEPARTMENT OF HEALTH

SOW APPROVED BY: Phil Johnson 2/28/23  
PHIL JOHNSON, SR. PROJECT MANAGER DATE  
NEW JERSEY BUILDING AUTHORITY

SOW APPROVED BY: Vincent Campanella 2/28/2023  
VINCENT CAMPANELLA, CHIEF OF CONSTRUCTION DATE  
NEW JERSEY BUILDING AUTHORITY

SOW APPROVED BY: Christopher Geary 3/23/23  
CHRISTOPHER GEARY, ASST. DEPUTY DIRECTOR DATE  
DIV PROPERTY MGT & CONSTRUCTION

**PROJECT NAME: Construction Management Services for NJPHEAL – Laboratory, Administration Wing and Warehouse Expansion Project**  
**PROJECT LOCATION: NJSP Campus, Ewing Township**  
**PROJECT NO: A1360-01**  
**DATE: February 28, 2023**

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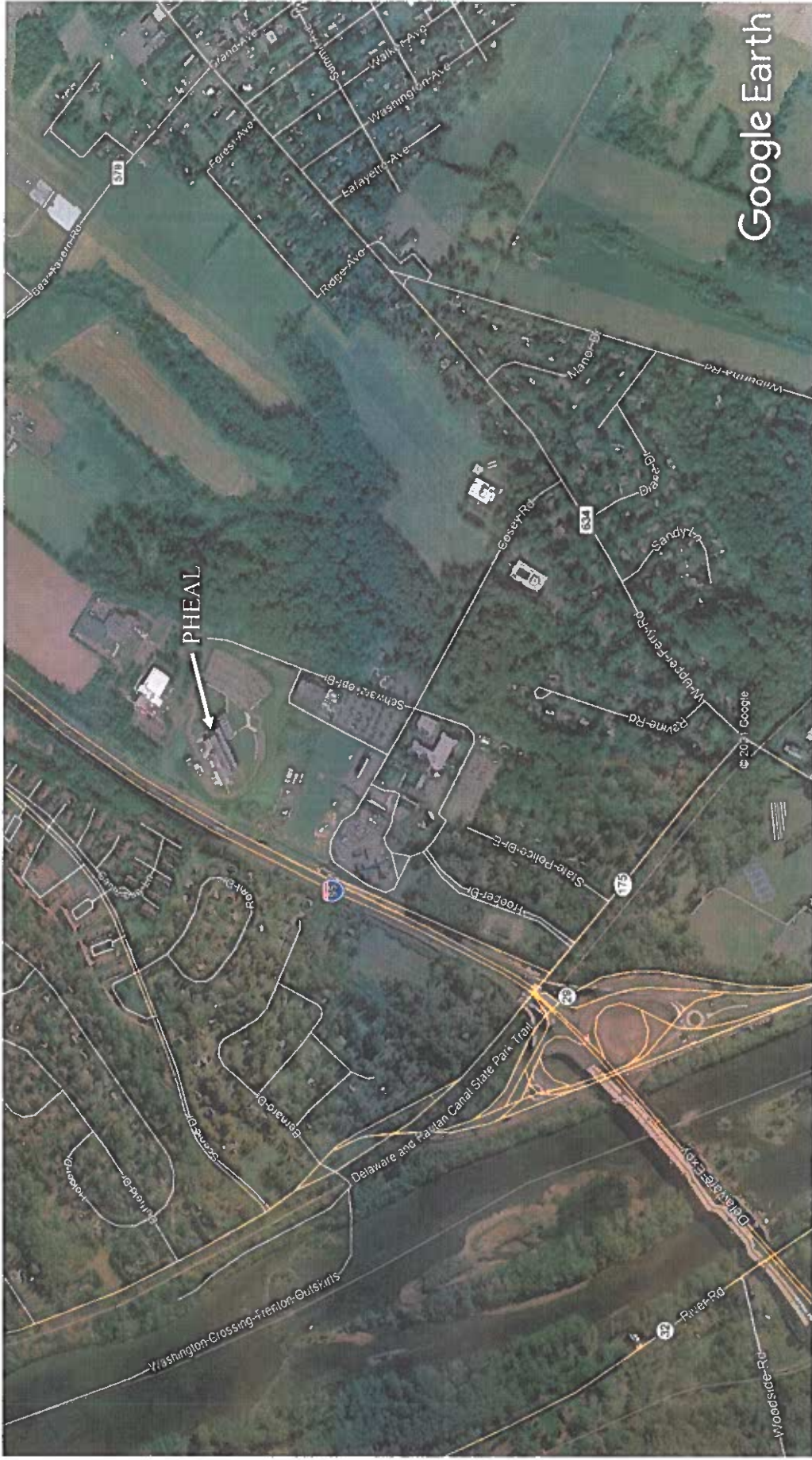
## **XVII. EXHIBITS**

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The attached or referenced exhibits in this section include supporting documentation to assist the CMF in understanding the project to prepare his technical and fee proposals.

- A. Location Map
- B. DPMC/NJBA Project Management Responsibility Matrix
- C. Sample “Financial Status Report” (FSR)
- D. Construction Management Firm’s Certificate of Performance

**END OF SCOPE OF WORK**



Project Site Location Map - PHEAL

**EXHIBIT 'A'**

TASKS ALWAYS REQUIRED	OPTIONAL TASKS
<input checked="" type="radio"/> LEAD <input type="radio"/> ASSIST	<input type="checkbox"/> LEAD <input type="checkbox"/> ASSIST

DATE: 12/1/2021

## DPMC PROJECT MANAGEMENT RESPONSIBILITY MATRIX

*With Construction Management Firm (CMF)*  
 DPMC PROJECT #A1360-01  
 Laboratory, Administration Wing and Warehouse Expansion at the  
 NJ Public Health Environmental and Agriculture Laboratory

PROJECT INITIATION – PHASE 1	A/E	DPMC/NJBA	CMF
Prepare/Review “Project Alert” Form		●	
Prepare/Design Consultants’ S.O.W.		●	
Prepare Design & Construction Schedule		●	
Prepare Project Construction Cost Estimate		●	
Schedule & Chair Pre-Design Meeting		●	
Attend Pre-Design Meeting		●	
Site Visit & Inspection		●	
Prepare & Distribute Minutes		●	
Locate “Record Set” Drawings		●	
Provide MIS Inputs of Project Activities, Durations		●	

CONSULTANT SELECTION – PHASE 2	A/E	DPMC/NJBA	CMF
Select Consulting Firms		●	
Attend Pre-Bid Meeting @ Site with Firms		●	
Review & Rate Bid Proposals		●	
Select Consultant/Negotiate Costs		●	
Issue Contract/Purchase Orders/NTP		●	
Set Up Project on Financial Information System		●	
Schedule & Chair “Kick-off Meeting”		●	
Prepare & Distribute Minutes of Meeting		●	
Provide Copies of Studies, Reports, Drawings to Firm		●	

TASKS ALWAYS REQUIRED	OPTIONAL TASKS
<input checked="" type="radio"/> LEAD <input type="radio"/> ASSIST	<input checked="" type="checkbox"/> LEAD <input checked="" type="checkbox"/> ASSIST

DATE: 12/1/2021

## DPMC PROJECT MANAGEMENT RESPONSIBILITY MATRIX

*With Construction Management Firm (CMF)*  
 DPMC PROJECT #A1360-01  
 Laboratory, Administration Wing and Warehouse Expansion at the  
 NJ Public Health Environmental and Agriculture Laboratory

PROGRAM & FEASIBILITY STUDY - PHASE 3	A/E	DPMC/NJBA	CMF
Conduct Feasibility Studies	●	○	○
• Review Previous Feasibility Studies	●	○	●
• Market Analysis to Determine Single vs Multi-Prime	○	○	●
• Early Bid Package Analysis	○	○	●
• Bid Schedule Adjustment Analysis	○	○	●
• Conduct Market Labor Study for Project Labor Agreement	○	○	●
• Site Evaluation and Geotechnical Report	●	○	○
• Site Surveys	●	○	○
• SOW Compliance Statement	●		
Interview Client Agency Personnel	●	○	○
• Prepare Narrative Description of Program	●		○
• Prepare Space Analysis	●		○
• Prepare Blocking & Stacking Diagrams	●		○
Prepare Current Working Estimate in CSI Format &	●		●
• Cost Analysis 38 Form			
• Prepare CPM Design & Construction Schedule	○		●
Oral Presentations of Program & Feasibility Phase	●		○
• Deliverables (50%, 100%, QRB)			
• Prepare & Distribute Meeting Minutes	○		●
Review all Facility Related Feasibility Studies and Projects and Formally Comment in Writing.	●		○



TASKS ALWAYS REQUIRED	OPTIONAL TASKS
● LEAD ○ ASSIST	■ LEAD ▣ ASSIST

DATE: 12/1/2021

## DPMC PROJECT MANAGEMENT RESPONSIBILITY MATRIX

*With Construction Management Firm (CMF)*  
DPMC PROJECT #A1360-01  
Laboratory, Administration Wing and Warehouse Expansion at the  
NJ Public Health Environmental and Agriculture Laboratory

<b>SCHEMATIC DESIGN – PHASE 4</b>	<b>A/E</b>	<b>DPMC/NJBA</b>	<b>CMF</b>
Schedule & Chair Design Meetings	○		●
Attend Design Meetings	●	●	●
Prepare & Distribute Meeting Minutes	○		●
Special Features Description: Security Fire Protection, Structural, Energy, Etc.	●		
Borings, Surveys, Soils Analysis	●		
Survey Existing Furniture & Equipment	●		
Fine Arts Inclusion Preparation	●		
Design Renderings	●		
Regulatory Agency Approvals	●		
Confirm Utility Availability	●		
Prepare Drawings: 25%, 50% & 90%, 100% Completion	●		
Prepare Specifications: 50% & 90%, 100% Completion	●		
Prepare Current Working Estimate in CSI Format & Cost Analysis 38 Form: 50% & 100% Completion	●		●
CPM Design & Construction Schedule	○		●
Prepare & Distribute Meeting Minutes	○		●
Oral Presentation to NJBA Project Team @50%, 100% & QRB	●		●

TASKS ALWAYS REQUIRED	OPTIONAL TASKS
<input checked="" type="radio"/> LEAD	<input checked="" type="checkbox"/> LEAD
<input type="radio"/> ASSIST	<input type="checkbox"/> ASSIST

DATE: 12/1/2021

## DPMC PROJECT MANAGEMENT RESPONSIBILITY MATRIX

*With Construction Management Firm (CMF)*

DPMC PROJECT #A1360-01

Laboratory, Administration Wing and Warehouse Expansion at the  
NJ Public Health Environmental and Agriculture Laboratory

DESIGN DEVELOPMENT - PHASE 5	A/E	DPMC/NJBA	CMF
Schedule & Chair Design Meetings	<input type="radio"/>		<input checked="" type="radio"/>
Attend Design Meetings	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Prepare & Distribute Meeting Minutes	<input type="radio"/>		<input checked="" type="radio"/>
Fine Arts Inclusion - 50% Completion	<input checked="" type="radio"/>		<input type="radio"/>
Design Renderings	<input checked="" type="radio"/>		<input type="radio"/>
Regulatory Agency Permits & Approvals	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<u>NJ Department of Agriculture</u>			
• Soil Erosion	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<u>NJ Department of Community Affairs</u>			
• UCC Permit for Building Construction	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<u>NJ Department of Environmental Protection</u>			
• Equipment Emissions	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Fuel Storage for Emergency Generator	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Environmental Impact Statement	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Wetlands Development Permit	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Stream Encroachment	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• NJPDES	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Sewage System Construction	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Exemption from Sewage System Ban	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Water Management Plan for Sewage System	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Divert Surface Water	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Hazardous Waste Storage or Disposal	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Well Drilling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

TASKS ALWAYS REQUIRED	OPTIONAL TASKS
<input checked="" type="radio"/> LEAD <input type="radio"/> ASSIST	<input type="checkbox"/> LEAD <input type="checkbox"/> ASSIST

DATE: 12/1/2021

## DPMC PROJECT MANAGEMENT RESPONSIBILITY MATRIX

*With Construction Management Firm (CMF)*  
 DPMC PROJECT #A1360-01  
 Laboratory, Administration Wing and Warehouse Expansion at the  
 NJ Public Health Environmental and Agriculture Laboratory

<u>NJ Department of Health</u>			
• Commercial Kitchen Equipment if applicable	●	○	○
<u>Federal Aviation Authority</u>			
• Within FAA Jurisdiction	●	○	○
Utility Availability for:	●		○
• Sanitary Service	●		○
• Storm Water	●		○
• Domestic Water	●		○
• Gas Service	●		○
• Fire Service	●		○
• Electric Service	●		○
• Telephone Service	●		○
• Cable Service	●		○
Drawings: 50%, 90% & 100% Completion	●		
• Cover Sheet (See A/E Manual, Vol. II, Div. 1 For Sample Format)	●		
• Site Plan	●		
• Site Utility Plan	●		
• Floor Plans	●		
• Elevations	●		
• Sections/Details	●		
• Structural Drwgs, Seismic, Design Load Criteria, Calculations	●		
• HVAC Drwgs. Heating & Cooling Equipment Schedules, Calculations	●		

TASKS ALWAYS REQUIRED	OPTIONAL TASKS
● LEAD ○ ASSIST	■ LEAD □ ASSIST

DATE: 12/1/2021

## DPMC PROJECT MANAGEMENT RESPONSIBILITY MATRIX

*With Construction Management Firm (CMF)*  
DPMC PROJECT #A1360-01  
Laboratory, Administration Wing and Warehouse Expansion at the  
NJ Public Health Environmental and Agriculture Laboratory

• Economic Comparison of Proposed vs. Alternate Fueled System	●		
• Plumbing Drwgs, Pipe Distribution & Riser Details, Fixture Schedule	●		
• Fire Protection Drwgs, Hydraulic Calcs, Water Pressure & Flow Data	●		
• Electrical Drwgs, Riser Diagram, Panel Schedules, Service Size, Lighting Design, Calculations	●		
• Emergency Power Equipment & Source	●		
Specifications: 50% & 90%, 100% Completion	●		
Prepare Current Working Estimate in CSI Format & Cost Analysis 38 Form: 50%, 90% & 100 % Completion	●		●
CPM Design & Construction Schedule	○		●
Prepare Master Submittal List	○		●
Identify Long Lead Construction Items	○		●
Market Analysis to Determine Single vs Multi-Prime	○	○	●
Provide Info to Consultant for Owner Supplied Equipment		●	
Incorporate Owner Supplied Equipment into Design	●	○	○
Submit Design Documents for Review	●		○
Oral Presentation of Design Develop Phase Deliverables	●		○
Prepare & Distribute Meeting Minutes	○		●
Develop Submission Checklist & Forward to DPMC/NJBA	●		○
Accept Consultant Compliance w/SOW Deliverables		●	○
Prepare Consultant Performance Evaluations		●	
Oral Presentation to NJBA Project Team at 50%, 100%, QRB	●		●

TASKS ALWAYS REQUIRED	OPTIONAL TASKS
● LEAD ○ ASSIST	■ LEAD ▣ ASSIST

DATE: 12/1/2021

## DPMC PROJECT MANAGEMENT RESPONSIBILITY MATRIX

*With Construction Management Firm (CMF)*

DPMC PROJECT #A1360-01

Laboratory, Administration Wing and Warehouse Expansion at the  
NJ Public Health Environmental and Agriculture Laboratory

CONSTRUCTION DOCUMENT - PHASE 6	A/E	DPMC/NJBA	CMF
Schedule & Chair Design Meetings	○		●
Attend Design Meetings	●	●	●
Prepare & Distribute Meeting Minutes	○		●
Regulatory Agency Permits & Approvals	●	○	○
Drawings: 50% & 100% Completion	●		
Project Update at 75%	●		●
Specifications: 50% & 100% Completion	●		
Perform Formal Review of Plans For Compliance with S.O.W., DPMC Design Standards, UC, Design Practice, Suitability & Other Regulatory Standards		●	○
Review & Approve Design Amendments to Contract		●	
Perform Constructability Review		○	●
Perform Value Engineering Review	○	○	●
Approval of Design Documents		●	○
Compile Comments of DPMC, Client Agency, DCS, etc., & Forward to Design Consultant for Action		○	●
Resolve All Comments Raised by DPMC, Client Agency, DCA, etc.	●		○
Provide Landscape Design Drawings	●		○
Provide Interior Design Services	●		
Provide Testing & Sampling Devices	●		
Design & Provide Formal Presentation Graphics	●		
Presentations at Public Hearings	●		○
Provide Graphic Design Service (Signage)	●		
Provide Traffic Safety	●		
Provide Financial Study	●		○
Provide Design Services for Furnishing Selection	●		

TASKS ALWAYS REQUIRED	OPTIONAL TASKS
<input checked="" type="radio"/> LEAD <input type="radio"/> ASSIST	<input type="checkbox"/> LEAD <input type="checkbox"/> ASSIST

DATE: 12/1/2021

## DPMC PROJECT MANAGEMENT RESPONSIBILITY MATRIX

*With Construction Management Firm (CMF)*  
 DPMC PROJECT #A1360-01  
 Laboratory, Administration Wing and Warehouse Expansion at the  
 NJ Public Health Environmental and Agriculture Laboratory

Provide Environmental Monitoring Services	<input checked="" type="radio"/>		
Present Environmental Impact Statement	<input checked="" type="radio"/>		
Incorporate Fine Arts Into Project - 100% Completion	<input checked="" type="radio"/>	<input type="radio"/>	
Provide Rendering	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
Process and Recommended Approval of Invoices	<input type="radio"/>		<input checked="" type="radio"/>
Process Invoices After Approval		<input checked="" type="radio"/>	
Input Project Data in MIS		<input checked="" type="radio"/>	<input type="radio"/>
Prepare Current Working Statement in CSI Format & Cost Analysis 38 Form: 50% & 100% Completion	<input checked="" type="radio"/>		<input checked="" type="radio"/>
CPM Design & Construction Schedule	<input type="radio"/>		<input checked="" type="radio"/>
Oral Presentation of Final Design Phase Deliverables	<input checked="" type="radio"/>		<input type="radio"/>
Oral Presentation to NJBA Project Team at 50%, 100% & QRB	<input checked="" type="radio"/>		<input checked="" type="radio"/>
Prepare & Distribute Meeting Minutes	<input type="radio"/>		<input checked="" type="radio"/>

TASKS ALWAYS REQUIRED	OPTIONAL TASKS
<input checked="" type="radio"/> LEAD <input type="radio"/> ASSIST	<input type="checkbox"/> LEAD <input type="checkbox"/> ASSIST

DATE: 12/1/2021

## DPMC PROJECT MANAGEMENT RESPONSIBILITY MATRIX

*With Construction Management Firm (CMF)*  
 DPMC PROJECT #A1360-01  
 Laboratory, Administration Wing and Warehouse Expansion at the  
 NJ Public Health Environmental and Agriculture Laboratory

PERMIT- PHASE 7	A/E	DPMC/NJBA	CMF
Prepare Pre-Bid Construction Schedule	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Prepare Pre-Bid Construction Cost Estimate	<input checked="" type="radio"/>		<input checked="" type="radio"/>
Obtain UCC Permit Application & Complete with Related Technical Subcodes	<input checked="" type="radio"/>		<input type="radio"/>
Complete DCA Permit Fee Calculation Schedule	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide Signed & Sealed Drawings & Specifications, CWE Cost Analysis (DPMC38 Form)	<input checked="" type="radio"/>		<input type="radio"/>
Submit Signed & Sealed Drawings & Specifications, Permit Application, Fee Schedule, Invoice to DPMC Plan Review	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Obtain UCC Permit	<input type="radio"/>	<input checked="" type="radio"/>	
Submit Drawings & Specifications and Applications for All Other Project Permits	<input checked="" type="radio"/>		<input type="radio"/>
Obtain All Other Permits	<input checked="" type="radio"/>		<input type="radio"/>
Prepare Bid Document Checklist & Proposal Form		<input checked="" type="radio"/>	
Prepare Pre-Bid Clearance Form & Get Sign-Offs as Required on Form & Original Mylars		<input checked="" type="radio"/>	
Confirm Adequate Funding is in Place		<input checked="" type="radio"/>	
Input Project Data into MIS		<input checked="" type="radio"/>	<input type="radio"/>
Prepare A/E Performance Evaluation		<input checked="" type="radio"/>	

TASKS ALWAYS REQUIRED	OPTIONAL TASKS
● LEAD ○ ASSIST	■ LEAD ▣ ASSIST

DATE: 12/1/2021

## DPMC PROJECT MANAGEMENT RESPONSIBILITY MATRIX

*With Construction Management Firm (CMF)*  
DPMC PROJECT #A1360-01  
Laboratory, Administration Wing and Warehouse Expansion at the  
NJ Public Health Environmental and Agriculture Laboratory

ADVERTISE, BID, AWARD - PHASE 8	A/E	DPMC/NJBA	CMF
Submit Construction Drawings to DPMC	●		
Submit Construction Specifications to DPMC	●		
Print Plans & Specifications for Distribution to Bidders		●	
Prepare Pre-Qualified Bidder List		●	
Review/Recommend Contractor Bid List		●	
Prepare & Arrange for Project Advertisement		●	○
Publish Advertisement of Project		●	
Schedule & Chair Pre-Bid Conference	○	○	●
Prepare & Distribute Minutes	○	○	●
Attend Pre-Bid Conference	●	●	●
Respond to Technical Questions Asked by Bidders	●	○	○
Prepare Bulletins & Deliver Original to DPMC/NJBA	●		○
Review Bulletins for Technical Correctness	●	○	○
Publish & Issue Bulletins		●	
Conduct Bid Opening	○	●	○
Receive, Open & Record Bids		●	
Review Bids, Provide Cost Analysis & Recommend Award	○	○	●
Review & Accept Recommendation of Award		●	
Prepare & Distribute Construction Contracts		●	
Establish Date of Pre-Construction Meeting	○	●	○
Complete & Submit to DPMC/NJBA the "Submission Checklist" to Ensure That All Contract Deliverables Have Been Met	●		



TASKS ALWAYS REQUIRED	OPTIONAL TASKS
<input checked="" type="radio"/> LEAD <input type="radio"/> ASSIST	<input checked="" type="checkbox"/> LEAD <input type="checkbox"/> ASSIST

DATE: 12/1/2021

## DPMC PROJECT MANAGEMENT RESPONSIBILITY MATRIX

*With Construction Management Firm (CMF)*  
 DPMC PROJECT #A1360-01  
 Laboratory, Administration Wing and Warehouse Expansion at the  
 NJ Public Health Environmental and Agriculture Laboratory

Review & Approve "Submission Checklist"		<input checked="" type="radio"/>	<input type="radio"/>
Input Data into MIS		<input checked="" type="radio"/>	
Issue Notice to Proceed		<input checked="" type="radio"/>	
Prepare A/E Performance Evaluations		<input checked="" type="radio"/>	

TASKS ALWAYS REQUIRED	OPTIONAL TASKS
<input checked="" type="radio"/> LEAD <input type="radio"/> ASSIST	<input type="checkbox"/> LEAD <input type="checkbox"/> ASSIST

DATE: 12/1/2021

## DPMC PROJECT MANAGEMENT RESPONSIBILITY MATRIX

*With Construction Management Firm (CMF)*  
 DPMC PROJECT #A1360-01  
 Laboratory, Administration Wing and Warehouse Expansion at the  
 NJ Public Health Environmental and Agriculture Laboratory

CONSTRUCTION - PHASE 9	A/E	DPMC/NJBA	CMF
Chair Pre-Construction Meeting	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Attend Pre-Construction Meeting	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Prepare & Distribute Minutes of Pre-Construction Meeting	<input type="radio"/>		<input checked="" type="radio"/>
Distribute Code-Approved Drawings to DPMC & Contractors, Along with the UCC Permit		<input checked="" type="radio"/>	
Schedule & Chair Project Meeting	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Attend Project Meetings	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Prepare & Distribute Minutes	<input type="radio"/>		<input checked="" type="radio"/>
Prepare "Conformed Drawings" & Deliver to DPMC	<input checked="" type="radio"/>		
Print & Distribute "Conformed Drawings"	<input checked="" type="radio"/>		
Prepare DPMC Insurance Form & Submit to Proper Parties	<input checked="" type="radio"/>		
Update Construction Progress Schedule	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Update CPM Schedule	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Track & Distribute Documents		<input type="radio"/>	<input checked="" type="radio"/>
Review/Approve Sub-Contractors	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Review/Approve Samples & Materials	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Perform Value Engineering Analysis/Report	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Review/Approve Unit Schedule Breakdown	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Approve Shop Drawings & Submittals	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Approve Test Reports	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate & Recommend Contractor Invoices	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

TASKS ALWAYS REQUIRED	OPTIONAL TASKS
<input checked="" type="radio"/> LEAD <input type="radio"/> ASSIST	<input type="checkbox"/> LEAD <input type="checkbox"/> ASSIST

DATE: 12/1/2021

## DPMC PROJECT MANAGEMENT RESPONSIBILITY MATRIX

*With Construction Management Firm (CMF)*  
 DPMC PROJECT #A1360-01  
 Laboratory, Administration Wing and Warehouse Expansion at the  
 NJ Public Health Environmental and Agriculture Laboratory

Review Contractor's Progress Schedule	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Approve Contractor's Progress Schedule	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Approve Contractor's Invoices	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Review & Approve A/E Invoices		<input checked="" type="radio"/>	
Monitor "As-Built" Plans	<input type="radio"/>		<input checked="" type="radio"/>
Evaluate/Recommend Contractor Change Order Requests	<input type="radio"/>		<input checked="" type="radio"/>
Prepare Change Order Plans & Specifications	<input checked="" type="radio"/>		
Negotiate/Authorize Change Orders	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Amend Contracts Due to Change Orders		<input checked="" type="radio"/>	
Recommend Change Orders for E/O		<input type="radio"/>	<input checked="" type="radio"/>
Submit Field Observation Reports	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Review Field Observation Reports		<input checked="" type="radio"/>	<input checked="" type="radio"/>
Provide Construction Photographs	<input checked="" type="radio"/>		<input checked="" type="radio"/>
Schedule UCC Inspections		<input type="radio"/>	<input checked="" type="radio"/>
Coordinate Installation of Fine Arts	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Prepare Contractor's Performance Evaluation		<input checked="" type="radio"/>	
Prepare A/E Evaluations		<input checked="" type="radio"/>	
Input Data Into MIS		<input checked="" type="radio"/>	

TASKS ALWAYS REQUIRED	OPTIONAL TASKS
● LEAD ○ ASSIST	■ LEAD □ ASSIST

DATE: 12/1/2021

## DPMC PROJECT MANAGEMENT RESPONSIBILITY MATRIX

*With Construction Management Firm (CMF)*  
DPMC PROJECT #A1360-01  
Laboratory, Administration Wing and Warehouse Expansion at the  
NJ Public Health Environmental and Agriculture Laboratory

<b>CLOSE-OUT - PHASE 10</b>	<b>A/E</b>	<b>DPMC/NJBA</b>	<b>CMF</b>
Plan, Schedule, Execute Close-Out	○	○	●
Schedule & Chair Close-Out Meeting	○	○	●
Attend Close-Out Meeting	●	●	●
Coordinate Pre-Final Inspection/DCA/Consultant	○	○	●
Develop Punchlist (Contract)	●	○	●
Develop Punchlist (Code)	●	○	●
Consolidate All Punchlists & Distribute			●
Verify Completion of Punchlist Items (Contract)	●	○	○
Verify Completion of Punchlist Items (Code)	●	○	○
Determine Substantial Completion		○	●
Sign "Certificate of Substantial Completion" for each Contractor		●	
Request Issuance of TCO from DCA		○	●
Plan, Schedule & Control Final Inspection by All Parties	○	○	●
Coordinate Equipment Operation Training	○	○	●
Review Contractor's O&M Manuals	●		●
Review Contractor's Guarantees	●		●
Review Contractor's Testing & Balancing Reports	●		●
Review Contractor's Boiler Inspection Certificates	●		●
Review Contractor's Elevator Inspection Report	●		●
Review Contractor's Master Label (Lightning Protection)	●		
Assemble & Forward Close-Out Documents to DPMC/NJBA	○		●
Prepare Insurance Transfer Report (DPMC-25)	●	○	○
Collect As-Built Drawings from Contractor			●
Prepare Record Set Drawings & Submit to DPMC	●		

TASKS ALWAYS REQUIRED	OPTIONAL TASKS
● LEAD ○ ASSIST	■ LEAD ▣ ASSIST

DATE: 12/1/2021

## DPMC PROJECT MANAGEMENT RESPONSIBILITY MATRIX

*With Construction Management Firm (CMF)*

DPMC PROJECT #A1360-01

Laboratory, Administration Wing and Warehouse Expansion at the  
NJ Public Health Environmental and Agriculture Laboratory

Init. Final Contract Acceptance (DPMC-20) for each Contractor		○	●
Sign Final Contract Acceptance		●	
Develop & Submit "Final Cost Analysis"	○		●
Forward "Submission Checklist" to DPMC	●		○
Review and Approve Consultant's "Submission Checklist" to ensure all deliverables have been met		●	○
Obtain all Close-Out Documents		○	●
Close Out A/E Contract		●	
Prepare A/E Performance Evaluation		●	
Prepare Contractor's Performance Evaluation		●	○
Input Data Into MIS		●	
Provide Expert Witness Services	●	●	●
Provide Post Occupancy Assistance	○	●	○
Prepare CMF Performance Evaluation		●	

NEW JERSEY STATE BUILDING AUTHORITY

Project Name

"construction fund"

FINANCIAL STATUS REPORT

TASK/SUBTASK	ACTIVITY CODE	BUDGET AMOUNT	APPROVED REALLOCATIONS	APPROVED SCOPE CHANGES	ADJUSTED BUDGET	ORIGINAL TRADE CONTRACT AMOUNT	APPROVED CHANGE ORDERS	EXPENDITURES TO DATE	OUTSTANDING TRADE CONTRACTS	ESTIMATED ADDITIONAL COMMITMENTS	TOTAL ANTICIPATED COSTS	VARIANCE FAVORABLE OR UNFAVORABLE	CHANGE IN PERIOD	VALUE COMPLETED	PERCENT COMPLETE
DEFERRED															
CONSULTANTS															
ARCHITECTS/ENGINEERS	01-10010	100.00			100.00						90.00	10.00		0.00	0.0%
CONSTRUCTION ADMINISTRATION	01-10020				0.00						0.00	0.00		0.00	0.0%
ENVIRONMENTAL TESTING	01-10030				0.00						0.00	0.00		0.00	0.0%
ASBESTOS MONITORING	01-10040				0.00						0.00	0.00		0.00	0.0%
ASBESTOS TESTING	01-10041				0.00						0.00	0.00		0.00	0.0%
FEASIBILITY/DEFERRED MAINT PROJ	01-10050				0.00						0.00	0.00		0.00	0.0%
ALLOWANCES	01-10070				0.00						0.00	0.00		0.00	0.0%
INSPECTIONS	01-10080				0.00						0.00	0.00		0.00	0.0%
ARCHAEOLOGY	01-10090				0.00						0.00	0.00		0.00	0.0%
SPECIALTY DESIGN	01-10100				0.00						0.00	0.00		0.00	0.0%
SUB-TOTAL		100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	90.00	10.00	0.00	0.00	0.0%
CONSTRUCTION															
GENERAL CONTRACTOR	01-20010	0.00			0.00						0.00	0.00		0.00	0.0%
STRUCTURAL STEEL	01-20020				0.00						0.00	0.00		0.00	0.0%
HVAC	01-20030				0.00						0.00	0.00		0.00	0.0%
MECHANICAL SYSTEM IMPROVEMENTS	01-20031				0.00						0.00	0.00		0.00	0.0%
PLUMBING/SPRINKLERS	01-20040				0.00						0.00	0.00		0.00	0.0%
ELECTRICAL	01-20050				0.00						0.00	0.00		0.00	0.0%
PAINTING	01-20060				0.00						0.00	0.00		0.00	0.0%
ASBESTOS ABATEMENT	01-20080				0.00						0.00	0.00		0.00	0.0%
DEMOLITION	01-20090				0.00						0.00	0.00		0.00	0.0%
TELECOMMUNICATIONS	01-20100				0.00						0.00	0.00		0.00	0.0%
DESIGN BUILDERS	01-20200				0.00						0.00	0.00		0.00	0.0%
MISCELLANEOUS	01-20300				0.00						0.00	0.00		0.00	0.0%
INSURANCE	01-20500				0.00						0.00	0.00		0.00	0.0%
SIGNAGE	01-20600				0.00						0.00	0.00		0.00	0.0%
LIGHTING	01-20800				0.00						0.00	0.00		0.00	0.0%
ARCHAEOLOGICAL INTERPRETATION	01-20700				0.00						0.00	0.00		0.00	0.0%
GROUND RESTORATION	01-20800				0.00						0.00	0.00		0.00	0.0%
SUB-TOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
FURNITURE/EQUIPMENT PURCHASERS															
FURNITURE/EQUIPMENT PURCHASERS	01-30010				0.00						0.00	0.00		0.00	0.0%
DEIC FEES AND REIMBURSEMENTS	01-40010				0.00						0.00	0.00		0.00	0.0%
AFFIRMATIVE ACTION	01-50010				0.00						0.00	0.00		0.00	0.0%
FINE ARTS	01-60010				0.00						0.00	0.00		0.00	0.0%
LAND ACQUISITION	01-70010				0.00						0.00	0.00		0.00	0.0%
PERMITS	01-80010				0.00						0.00	0.00		0.00	0.0%
TOTAL DESIGN/BUILD		100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	90.00	10.00	0.00	0.00	0.0%
CONTINGENCY															
CONTINGENCY	09-00000	15.00			15.00						0.00	15.00		0.00	0.0%
UNALLOCATED RESERVE	09-00020				0.00						0.00	0.00		0.00	0.0%
TOTAL PROJECT COST		115.00	0.00	0.00	115.00	0.00	0.00	0.00	0.00	0.00	90.00	25.00	0.00	0.00	0.0%

**DPMC Project #A1360-01**

**Laboratory, Administration Wing and Warehouse Expansion  
at the  
NJ Public Health Environmental and Agriculture Laboratory  
Ewing Township, Mercer County NJ**

**New Jersey Building Authority/Division of Property Management and Construction**

## **Construction Management Firm's Certification of Performance**

The Construction Management Firm's (CMF) signature will certify to the best of its knowledge, information, and belief, and in accordance with the CMF's Scope of Work for Construction Management Services, that:

- The work performed by the Contractor(s) has met the requirements of the Contract Specifications, Contract Construction Drawings and Design Consultant's approved submittals, including but not limited to the requirements for quality control and quality assurance as they relate to all equipment, materials, and construction systems currently being installed, unless otherwise noted,
- The safety oversight program established by the Contractor has been properly implemented and adhered to by the Contractor and its sub-contractors, and complies with all applicable Federal, State and Local authorities, insurance requirements, and any local County, Municipal, and Union health rules and regulations,
- The CMF certifies that it has met all obligations set forth in accordance with the CMF's Scope of Work for Construction Management Services as well as its Agreement for Construction Management Services along with any and all issued Addenda.

Week Ending: \_\_\_\_\_

\_\_\_\_\_  
CMF Senior Project Manager (Print Name)

\_\_\_\_\_  
CMF Senior Project Manager (Sign Name)

Date: \_\_\_\_\_

**EXHIBIT 'D'**