

SCOPE OF WORK

Emergency Generator and Electrical System Upgrades

Ancora Psychiatric Hospital
Winslow Township, Camden County, N.J.

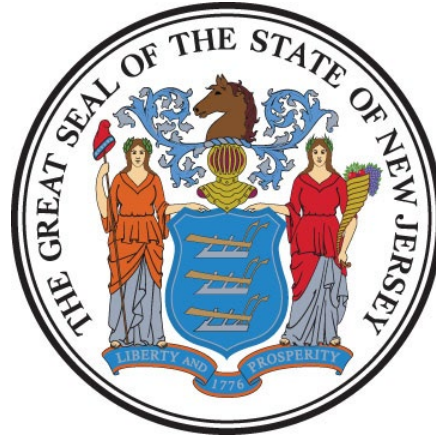
Project No. M1584-00

STATE OF NEW JERSEY

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

DEPARTMENT OF THE TREASURY

Elizabeth Maher Muoio, Treasurer



DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Thomas A. Edenbaum, Director

Date: May 12, 2025

TABLE OF CONTENTS

SECTION	PAGE
I. OBJECTIVE	4
II. CONSULTANT QUALIFICATIONS	4
A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS.....	4
III. PROJECT BUDGET	4
A. CONSTRUCTION COST ESTIMATE (CCE)	4
B. CURRENT WORKING ESTIMATE (CWE)	5
C. CONSULTANT'S FEES	5
IV. PROJECT SCHEDULE	5
A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE	5
B. CONSULTANT'S PROPOSED DESIGN & CONSTRUCTION SCHEDULE	6
V. PROJECT SITE LOCATION & TEAM MEMBERS.....	7
A. PROJECT SITE ADDRESS	7
B. PROJECT TEAM MEMBER DIRECTORY	7
1. DPMC Representative:	7
2. Department of Human Services:	7
3. Department of Health:.....	8
VI. PROJECT DEFINITION	8
A. BACKGROUND	8
B. FUNCTIONAL DESCRIPTION OF THE BUILDING.....	8
VII. CONSULTANT DESIGN RESPONSIBILITIES.....	9
A. INVESTIGATION PHASE	9
B. GENERATOR REPLACEMENT	10
C. HAZARDOUS MATERIALS SURVEY AND REPORT	13
D. ADDITIONAL REQUIREMENTS:.....	14
E. DESIGN MEETINGS & PRESENTATIONS.....	16
F. EXISTING DOCUMENTATION	17
VIII. PERMITS & APPROVALS.....	18
A. NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT.....	18
B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS.....	20
IX. ENERGY REBATE AND INCENTIVE PROGRAMS	21

X. ALLOWANCES 21

A. PLAN REVIEW AND PERMIT FEE ALLOWANCE..... 21

1. Permits: 21

2. Permit Costs:..... 22

3. Applications: 22

4. Consultant Fee: 22

B. HAZARDOUS MATERIALS TESTING AND REPORT ALLOWANCE 22

C. HAZARDOUS MATERIALS ABATEMENT DESIGN ALLOWANCE 23

D. HAZARDOUS MATERIALS CONSTRUCTION ADMINISTRATION 23

ALLOWANCE 23

XI. SOW SIGNATURE APPROVAL SHEET 24

XII. CONTRACT DELIVERABLES 25

XIII. EXHIBITS..... 25

A. SAMPLE PROJECT SCHEDULE FORMAT

B. PROJECT SITE LOCATION MAP

C. PHOTOS

D. OUTSIDE CONTRACTOR RULES

I. OBJECTIVE

The objective of this project is to replace two existing 750KW generators with a new setup to provide N+1 power to the facility. Currently, both generators are required to run in parallel to back up the entire facility. In addition, a capacitor bank is needed to moderate extreme voltage swings resulting from the site being at the end of the Atlantic City Electric utility distribution.

II. CONSULTANT QUALIFICATIONS

A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS

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

- **P002 Electrical Engineering**

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

- **P005 Civil Engineering**
- **P011 Environmental Engineering**
- **P037 Asbestos Management & Design**
- **P038 Asbestos Safety Control Monitoring**
- **P065 Lead Paint Evaluation/Inspection**

As well as, **any and all** other Architectural, Engineering and Specialty Disciplines necessary to complete the project as described in this Scope of Work (SOW).

III. PROJECT BUDGET

A. CONSTRUCTION COST ESTIMATE (CCE)

The initial Construction Cost Estimate (CCE) for this project is \$3,243,046.

The Consultant shall review this Scope of Work and provide a narrative evaluation and analysis of the accuracy of the proposed project CCE in its technical proposal based on its professional experience and opinion.

B. CURRENT WORKING ESTIMATE (CWE)

The Current Working Estimate (CWE) for this project is \$4,664,000.

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

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

C. CONSULTANT'S FEES

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

IV. PROJECT SCHEDULE

A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE

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

PROJECT PHASE	ESTIMATED DURATION (Calendar Days)
1. Site Access Approvals & Schedule Design Kick-off Meeting	14
2. Investigation Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
4. Schematic Design Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
5. Design Development Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
6. Final Design Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14
7. Final Design Re-Submission to Address Comments	7

• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14
8. DCA Submission Plan Review	30
9. Permit Application Phase	7
• <i>Issue Plan Release</i>	
10. Bid Phase	42
11. Award Phase	28
12. Construction Phase	365*
13. Project Close Out Phase	30

*Equipment lead times are expected to be 12 to 15 months. Construction phase duration to be adjusted accordingly dependent upon equipment lead times.

B. CONSULTANT’S PROPOSED DESIGN & CONSTRUCTION SCHEDULE

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

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

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

V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The location of the project site is:

Ancora Psychiatric Hospital
202 Spring Garden Road
Ancora, NJ 08037

See **Exhibit ‘B’** for the project site location map.

B. PROJECT TEAM MEMBER DIRECTORY

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

1. DPMC Representative:

Name: Andrew Boden, Project Manager
Address: Division of Property Management & Construction
33 West State Street, 9th Floor
Trenton, NJ 08625-0034
Phone No: (609) 306-0315
E-Mail: Andrew.Boden@treas.nj.gov

2. Department of Human Services:

Name: Christian Casteel, Director OPMC
Address: Department of Human Services
222 South Warren Street, PO Box 700
Trenton, New Jersey 08625
Phone No: (609) 475-5622
E-Mail: christian.casteel@dhs.nj.gov

3. Department of Health:

Name: Rishi Shah, CMS 3
Address: New Jersey Department of Health
Office of Administrative Services
55 North Willow Street, Suite 1-003
P.O. Box 360
Trenton, NJ 08618
Phone No: (609) 376-8679 Cell: (609) 955-8471
E-Mail: rishi.shah@doh.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

The Ancora Psychiatric Hospital (APH) was constructed in the early 1950's and occupies a 640 acre site that includes 65 buildings. The facility provides residential treatment for approximately 400 persons with mental illness and operates 24 hours a day, 7 days a week.

B. FUNCTIONAL DESCRIPTION OF THE BUILDING

Generators at APH are located within the Powerhouse. There are two Onan 750KW generators that must work in parallel to back up the entire facility. The staff are seeking to replace the generators with an N+1 arrangement such that the facility can be backed up by one generator with either a second generator or tap to bring in a second generator. The 8000 gallon diesel fuel tank located outside in the back of the facility within an enclosed fenced area will likely need to be upsized too. However, the fuel tank will be evaluated to determine if it can be cleaned and reutilized. A capacitor bank is required to moderate extreme voltage swings in utility power resulting from being at the end of the utility distribution.

There may be some critical loads not currently backed up by the generators. This will have to be evaluated by the Consultant.

Under DPMC Project M1409-00 in 2011, the existing bus, automated transfer switch (ATS) and generator feeders were replaced and upsized so they were capable of supporting the full campus load. Drawings, which will be provided to the Consultant, suggest that a tap was put in for a rental generator during this project. This shall be investigated by the Consultant.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. INVESTIGATION PHASE

1. Generator Size & Capacity Investigation:

The Consultant shall meet and coordinate with APH Staff to outline all functional requirements necessary for the design to replace the generator system. The Consultant shall document interviews with the Client Agency Staff to identify their requirements and needs.

The Consultant shall investigate the existing conditions of the site and confirm the generator classification, size, condition, ratings, generator exhaust breaching and arrangement of the existing electrical equipment and power distribution system. The location of the new generators shall be investigated. Space requirements and demolition costs may make an outdoor placement necessary.

Evaluate the existing emergency electrical distribution system and normal power interface. Check the adequacy of the existing equipment with proposed new equipment, as required by the facility and by the client agency. Make the necessary design changes to the electrical system to achieve the required connections for the capacity of the new generator(s).

Items to investigate shall include, but not be limited to, the electrical supply system, electrical system devices location and operation, emergency standby control, transfer time requirements, paralleling gear requirements, wiring, building penetrations, and generator exhaust breaching, fuel tank sizing and potential for reuse of existing tank, capacitor bank requirements and cost estimates.

The Consultant shall review all loads with the using agency and determine if there are any critical loads not currently transferred to the generator. The consultant will present tie-in options to connect those loads in their investigation phase.

This information shall also be used to identify the areas of the building and site that will be impacted by the installation of the new generator's construction work.

The facility would like to explore the feasibility of having two generators in an N+1 arrangement that individually support the needs of the campus and allow for one generator to be down for maintenance. The staff are open to the idea of a tap to allow a second generator to be added instead of a permanent second generator.

2. Electrical Switchgear Investigation:

The Consultant shall conduct an investigation of the existing electrical switchgear system and ATS and confirm compatibility or upgrade requirements with the new generator backup system. Confirm that the upsized bus, ATS, and feeders can carry the existing load and excess load from the existing systems not currently tied in. Evaluate if there is additional capacity for anything to be tied into the system in the future.

Document the location of the electrical panels, zone detectors, sensors, wiring & raceways, and all equipment and systems.

3. Title V Air Permit:

The Consultant shall investigate the requirements for DEP permit modification and present this information, along with any required DEP prior approvals or pre-construction permits, as part of their Investigation Phase report. The Consultant may require coordination with the agency air permitting Consultant.

4. Investigation Report and Presentation:

Provide three (3) bound copies of the Investigation Report to the Project Manager. The document shall be presented in an 8 ½" x 11" bound booklet that contains a Table of Contents describing all of the information contained in the document and an Executive Summary with a list of recommendations.

An oral presentation shall be made to the Project Team describing the findings of the investigation conducted and the recommendations for upgrade or replacement. The Consultant may not proceed with the design phase of the project until the Project Team has reviewed the report and approved the recommendations made for this project.

All supporting documentation such as calculations, photographs, drawings, catalog cuts, correspondence, meeting minutes, and any other data obtained shall be included in the report appendix for reference.

All cost data shall be in sufficient detail for each related division of the latest CSI format and shall be summarized on the DPMC 38 Cost Analysis form(s).

B. GENERATOR REPLACEMENT

1. General:

Guided by the results of the Investigation Phase, the Consultant shall provide Design; Construction Administration, Permitting and Bid/Award services to remove and/or replace the

existing 750 KVA generators, located inside the Powerhouse at the Ancora Psychiatric Hospital. New generators shall be sized such that one generator can carry the load for the entire campus. The Consultant is to ensure the location and installation are following all applicable codes, regulations and requirements.

The design requirements of this project shall include but not be limited to the following items identified below. These items are meant to be used as a design guide; however, it shall be the responsibility of the Consultant to determine the final design criteria to make a complete working installation based on their experience with projects similar in size and scope to this one, and the equipment manufacturer's requirements.

2. Location:

The new generators may be located in the same area of the Powerhouse, space permitting, or outside as necessary. The Consultant shall investigate suggested locations, provide recommendations, and identify requirements, such as structural calculations for new pads as necessary.

3. Equipment Removal:

The Consultant shall provide a demolition plan specifying the existing equipment to be removed and disposed of by the contractor. If debris is staged, it will need to be secured with an 8' fence in a location to be identified on the plan. Provide a phasing plan for equipment removal and for the installation of the new generators.

4. Temporary Power:

The Consultant shall provide temporary power as needed to keep the site operational during the construction phases.

5. New Generators:

The Consultant shall determine the new generator classifications, power, capacity and size according to the full load requirements to back up the entire facility. The new generators shall be powered by diesel fuel. The Consultant shall verify there is ample fuel to run the new generators for 72 hours. Determine the need to add a new diesel fuel AST, if necessary. DHS requests the new generators design to be under full load to back up the whole facility in case of loss of electricity and power outage.

Investigate industry-recognized manufacturers of the replacement components to be specified in the design documents. Items to consider shall include, but not be limited to product reliability and performance, manufacturer's years of service, equipment costs, warranties, guarantees, delivery schedule, compatibility with the existing equipment and related components, physical

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

The consultant shall evaluate the generator design criteria based on a thorough evaluation of requirements of NEC Articles 700, 701, and 702, as well as the Center for Medicaid and Medicare Services (CMS), NFPA 99 2012, including class and type, paying close attention to the 10 second switching requirement.

6. Capacitor Bank:

The Consultant shall provide the design and specifications for a capacitor bank to moderate voltage swings in utility power.

7. Drawings:

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

Provide short circuit study and selective coordination study of over-current protection devices. Provide details on the drawings of any special assembly, electrical tie in requirements, or any other governing or limiting factor of the manufacturer’s system component. The drawings shall be prepared with sufficient flexibility to accommodate variations among the equipment manufacturers approved by the Project Team.

8. Generator Pads:

The Consultant shall assess the existing concrete pads and determine to reuse the existing concrete pads with the new equipment or provide the design and specifications to construct new concrete pads for the new generator(s) and fuel tank as necessary. Provide signed and sealed structural calculations, verifying that they will support the new equipment.

9. Control Equipment:

As applicable, provide the design and specification for a master control system, new breaker switchgear, and all further details regarding the sequence of operations.

10. Generator Annunciator Panel:

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

11. Equipment Installation Schedule:

Develop a proposed sequenced phased construction schedule that identifies how the new generators, components and other related items are to be installed. Minimize the required downtime and switchover periods. Temporary emergency backup power shall be provided if required. The final approved schedule shall be included in Division 1 of the specification for Contractor reference during bidding.

Determine all construction schedule coordination requirements with the local Electrical Utility Company and representatives of the APH.

12. Equipment Tests:

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

C. HAZARDOUS MATERIALS SURVEY AND REPORT

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

- a. Asbestos in accordance with N.J.A.C. 5:23-8, Asbestos Hazard Abatement Subcode.
- b. Lead in accordance with N.J.A.C. 5:17, Lead Hazard Evaluation and Abatement Code.
- c. PCB's in accordance with 40 CFR 761, Polychlorinated Biphenyls (PCBs) Manufacturing, Processing, Distribution in Commerce, and Use Prohibitions. Consultant shall engage a firm certified in the testing and analysis of materials containing PCB's.
- d. Other items as necessary.

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

Consultant shall estimate the cost of hazardous materials sample collection, destructive testing as necessary, tests and analysis and preparation of the Hazardous Materials Survey Report and include that amount in their fee proposal line item entitled "**Hazardous Materials Testing and Report Allowance**", refer to paragraph X.B.

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

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

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

There shall be no “mark-up” of subconsultant or subcontractor fees if subconsultants or subcontractors are engaged to perform any of the work defined in paragraph VII.C “Hazardous Materials Survey and Report”. All costs associated with managing, coordinating, observing and administering subconsultants and subcontractors performing hazardous materials sampling, testing, analysis, report preparation and hazardous materials construction administration services shall be included in the consultant’s lump sum fee proposal.

D. ADDITIONAL REQUIREMENTS:

The following miscellaneous general requirements shall apply to this project.

1. Contractor’s Use of the Premises:

The Consultant shall review the Ancora Psychiatric Hospital Plant Services Department Outside Contractor Rules as indicated in **Exhibit ‘D’** attached at the end of this scope. Any additional use requirements shall be reviewed and approved by the Using Agency.

2. Demolition Material:

Describe the approved storage methods of all demolition materials, location and protection of dumpsters, removal requirements and security issues in the design documents. If components of the existing systems are not to be reused, they shall be removed in their entirety and legally disposed. **No components shall be “abandoned in place”.**

3. Special Sequencing:

The contract documents must incorporate special sequencing of the work, if necessary, to be coordinated with the Client Agency in order to provide for any functional requirement of the facility. Items shall include, but not be limited to: safety/security requirements, patient,

pedestrian and vehicle traffic flow, weather and/or seasonal concerns, and shut down of any physical plant functions or services.

3. Fire Protection:

Address the fire protection requirements during any demolition and installation of equipment and systems. Language shall be included in the design documents that states any acetylene, welding, brazing, and soldering equipment, or other potential source of fire ignition cannot be used on the construction site until a fire watch program has been submitted by the Contractor and approved by the Consultant and Project Team members. The Contractor shall coordinate fire watch activities with the client agency. Language shall be included in the design documents to require that contractors obtain hot work permits. There are two – a one-time hot work permit issued by DCA and a daily hot work permit issued by the facility based on the contractor's scheduled hot work activities.

4. Working Hours:

Working hours shall be as determined by the facility staff. Consultant and Contractors are advised that due to the nature of this Facility, shift work and/or phased construction may be required. All costs related to site meetings, project inspections, regularly scheduled job meetings, etc., shall be included in the Consultant's base bid.

5. Equipment Spare Parts List:

A critical spare parts list shall be prepared for all appropriate items and purchased as part of this project. The Consultant shall include provisions for the manufacture/vendor of the equipment to provide critical spare and maintenance parts as part of this project. All of the critical parts shall be reviewed and approved by the Client Agency.

6. Equipment Training:

The authorized service representative(s) shall train the facility personnel in the operation and maintenance of the new equipment and systems installed, including step-by-step troubleshooting with required test equipment. The representative shall be familiar with the installed items and have a minimum of 3 years of training experience.

Three (3) copies of the operation and maintenance manuals shall be prepared and presented to the Project Manager for reference.

7. Construction Work Area Requirements:

Indicate the location and dimensioned details for any temporary construction barriers for security and/or safety, plastic barriers for dust and dirt containment, and special covers for equipment

protection during the removal and installation of the new equipment and system components.
The design documents shall describe all salvage items that are to be retained by Client Agencies.

E. DESIGN MEETINGS & PRESENTATIONS

1. Design Meetings:

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

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

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

2. Design Presentations:

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

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

One (1) working meeting halfway through phase.

One (1) oral presentation at phase completion.

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

One (1) working meeting halfway through phase.

One (1) oral presentation at phase completion.

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

One (1) working meeting halfway through phase.

One (1) oral presentation at phase completion.

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

One (1) working meeting halfway through phase.

One (1) oral presentation at phase completion.

F. EXISTING DOCUMENTATION

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

- DPMC Project M0142-00: Replacement of Emergency Generators, 12-31-1980, London, Kantor, Umland & Associates
- DPMC Project M1170-00: Replacement and/or Removal of Underground Storage Tanks, As-Built 9/97, GA Environmental Services
- DPMC Project M1391-18: 15KV Feeder Replacement Project, Record Set 7/18/2011, Miller-Remick Corporation
- DPMC Project M1409-00: Switchgear Replacement Project, Record Set 7-12-11, Miller-Remick Corporation
- DPMC Project A1242-00: Cogeneration Feasibility Report, September 2017, Noresco
- DPMC Project A1242-00: Energy Audit Report, September 2017, Noresco
- DPMC Project M1531-00: Powerhouse Roof Replacement, As-Built 6/18/2020, Lammey & Giorgio

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

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

VIII. PERMITS & APPROVALS

A. NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT

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

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

<http://www.state.nj.us/dca/divisions/codes/codereg/>

1. NJ Uniform Construction Code (NJUCC) Plan Review

Consultant shall determine the cost of the NJUCC Plan Review by DCA and provide this information to DHS. DHS will pay the NJUCC Plan Review Fee.

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

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

Procedures for submission to the DCA Plan Review Unit can be found at:

https://www.state.nj.us/dca/divisions/codes/forms/pdf_bcpr/pr_app_guide.pdf

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

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

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

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

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

2. NJ Uniform Construction Code Permit

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

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

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

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

3. Prior Approval Certification Letters:

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

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

4. Multi-building or Multi-site Permits:

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

5. Special Inspections:

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

Bulletin 03-5 can be found at:

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

a. Definition:

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

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

b. Responsibilities:

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

B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS

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

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

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

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

IX. ENERGY REBATE AND INCENTIVE PROGRAMS

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

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

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

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

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

X. ALLOWANCES

A. PLAN REVIEW AND PERMIT FEE ALLOWANCE

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

1. Permits:

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

2. Permit Costs:

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

NOTE: The NJ Uniform Construction Code permit and DCA Plan Review are excluded since they will be paid for by the State.

3. Applications:

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

4. Consultant Fee:

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

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

B. HAZARDOUS MATERIALS TESTING AND REPORT ALLOWANCE

Consultant shall estimate the costs to complete the hazardous materials survey, sample collection, testing and analysis and preparation of a “Hazardous Materials Survey Report” noted in paragraph VII.C and enter that amount on their fee proposal line item entitled **“Hazardous Materials Testing and Report Allowance”**. Consultant shall attach a detailed cost breakdown sheet for use by DPMC during the proposal review and potential fee negotiations. The cost breakdown sheet shall include, but not be limited to, the following information:

- Description of tasks and estimated cost for the following:
 - Sample collection
 - Sample testing
 - Preparation of an Hazardous Materials Survey Report

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

C. HAZARDOUS MATERIALS ABATEMENT DESIGN ALLOWANCE

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

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

D. HAZARDOUS MATERIALS CONSTRUCTION ADMINISTRATION ALLOWANCE

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

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

PROJECT NAME: Emergency Generator and Electrical System Upgrade
PROJECT LOCATION: Ancora Psychiatric Hospital
PROJECT NO: M1584-00
DATE: May 12, 2025

XI. SOW SIGNATURE APPROVAL SHEET

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

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

SOW APPROVED BY: James Wright 5/12/2025
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Christian Casteel 05/15/25
CHRISTIAN CASTEEL, DIRECTOR DATE
DEPARTMENT OF HUMAN SERVICES

SOW APPROVED BY: Rishi Shah 05/16/2025
RISHI SHAH, CMS3 DATE
DEPARTMENT OF HEALTH

SOW APPROVED BY: Andrew Boden 5/16/2025
ANDREW BODEN, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Jeanette M. Barnard 5.29.25
JEANNETTE M. BARNARD, DEPUTY DIRECTOR DATE
DIV PROPERTY MGT & CONSTRUCTION

XII. CONTRACT DELIVERABLES

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

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

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

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

XIII. EXHIBITS

- A. **SAMPLE PROJECT SCHEDULE FORMAT**
- B. **PROJECT SITE LOCATION MAP**
- C. **PHOTOS**
- D. **OUTSIDE CONTRACTOR RULES**

END OF SCOPE OF WORK

Deliverables Checklist Investigation Phase

A/E Name: _____

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

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

Consultant Signature_____
Date

Deliverables Checklist Schematic Design Phase

A/E Name: _____

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

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

Consultant Signature

Date

Deliverables Checklist

Design Development Phase

A/E Name: _____

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

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

Consultant Signature_____
Date

Deliverables Checklist Final Design Phase

A/E Name: _____

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

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

Consultant Signature_____
Date

Deliverables Checklist

Permit Application Phase

A/E Name: _____

[illegible]

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

Consultant Signature _____

Date _____

Deliverables Checklist

Bidding and Contract Award Phase

A/E Name: _____

[illegible]

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

Consultant Signature

Date

Deliverables Checklist

Construction Phase

A/E Name: _____

[illegible]

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

Consultant Signature _____

Date _____

Deliverables Checklist

Project Close-Out Phase

A/E Name: _____

[illegible]

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

Consultant Signature _____

Date _____

February 7, 1997
Rev.: January 29, 2002

Responsible Group Code Table

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

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

EXHIBIT 'A'

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

Sheet 1 of 3

EXHIBIT 'A'

Bureau of Design & Construction Services

DBCA - TEST

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

© Primavera Systems, Inc.

Activity ID	Description	Respon	Weeks			
			1	2	3	4
CV3055	Review & Approve Final Design Submittal	CM				
CV3056	Consolidate & Return Final Design Comments	CM				
CV3060	Prepare & Submit Permit Application Documents	AE				
CV3068	Prepare & Submit Bidding Cost Analysis (DPMC-38)	CM				
Plan Review-Permit Acquisition						
CV4001	Review Constr. Documents & Secure UCC Permit	PR				
CV4010	Provide Funding for Construction Contracts	CA				
CV4020	Secure Bid Clearance	CM				
Advertise-Bid-Award						
CV5001	Advertise Project & Bid Construction Contracts	CP				
CV5010	Open Construction Bids	CP				
CV5011	Evaluate Bids & Prep. Recommendation for Award	CM				
CV5012	Evaluate Bids & Prep. Recommendation for Award	AE				
CV5014	Complete Recommendation for Award	CP				
CV5020	Award Construction Contracts/Issue NTP	CP				
Construction						
CV6000	Project Construction Start/Issue NTP	CM				
CV6001	Contract Start/Contract Work (25%) Complete	CON				
CV6002	Preconstruction Meeting	CM				
CV6003	Begin Preconstruction Submittals	CON				
CV6004	Longest Lead Procurement Item Ordered	CON				
CV6005	Lead Time for Longest Lead Procurement Item	CON				
CV6006	Prepare & Submit Shop Drawings	CON				
CV6007	Complete Construction Submittals	CON				
CV6011	Roughing Work Start	CON				
CV6012	Perform Roughing Work	CON				
CV6010	Contract Work (50%+) Complete	CON				
CV6013	Longest Lead Procurement Item Delivered	CON				
CV6020	Contract Work (75%) Complete	CON				

Sheet 2 of 3

DRCA - TEST

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

© Primavera Systems, Inc.

Bureau of Design & Construction Services

EXHIBIT 'A'

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

NOTE:

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

© Primavera Systems, Inc.

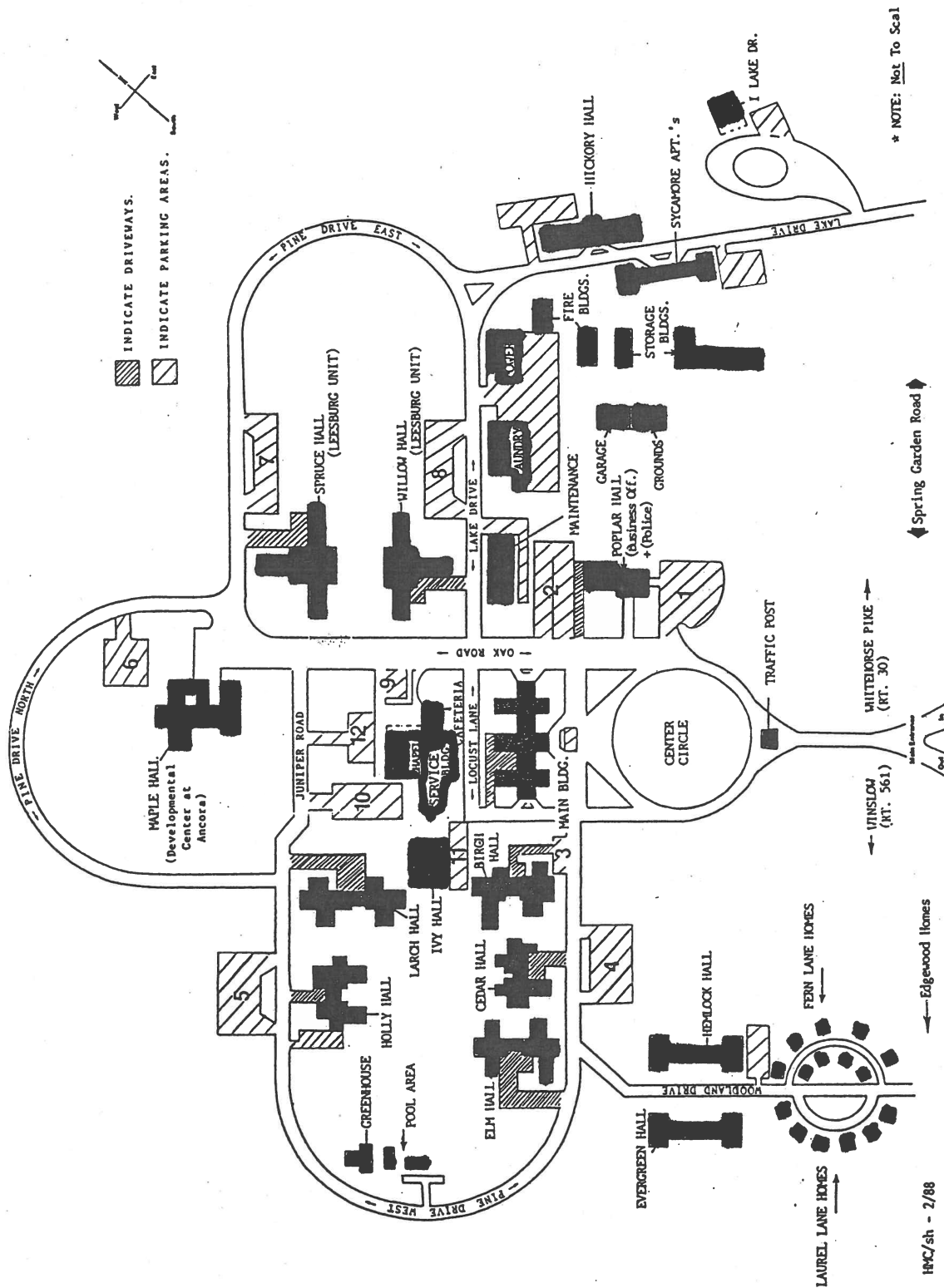
DECA - TEST

Sheet 3 of 3

Bureau of Design & Construction Services

EXHIBIT 'A'

ANCORA PSYCHIATRIC HOSPITAL, CAMDEN COUNTY, NJ



DIRECTIONS: Proceed to Route 206 South. Follow Route 206 South to Rt. 30. Follow Route 30 West for approximately 5 miles (towards Philadelphia). Look for signs for Ancora Psychiatric Hospital. Take jug-handle and cross over Route 30 onto Spring Garden Road. Hospital is located one mile down this road.

EXHIBIT 'B'



750 KW Generators to be replaced.



Oil tank in back of building to be upsized if necessary.

EXHIBIT 'C'

**ANCORA PSYCHIATRIC HOSPITAL
PLANT SERVICES DEPARTMENT
OUTSIDE CONTRACTOR RULES**

All workmen employed by contractors to work within the confines of Ancora Psychiatric Hospital property must conform to regulations governing the functioning of the hospital and the safety and welfare of the patients and staff. Any questions concerning these regulations should be brought to the attention of the Engineer in Charge of Maintenance.

All contractors must stay to the right at the Main Entrance and check in at the Visitor Center. Each contracted employee will receive a temporary visitors' badge before proceeding to the Maintenance Office. The temporary badge must always be worn and turned in to the Security Guard as you exit the Main Gate at the end of the day.

All persons on grounds are required to have an identification badge worn in plain view. Contractor's employees must obtain a badge each day from the Maintenance Office. This badge is to be returned to the Maintenance Office by 4:00 p.m. daily.

Particular attention is called to the following:

AGE RESTRICTIONS:

No one under the age of 18 is allowed on Ancora Hospital Property.

PARKING:

Parking is permitted only in assigned areas. Contractors should check with the Engineer in Charge of Maintenance for assignment to a parking area.

LOCKING OF VEHICLES:

Locking of your car or truck is important not only for the protection of your vehicle but also as a safety measure for the patients. Keys, if found in your vehicle, will be confiscated, and turned into the hospital Police Department. Your re-entry to the hospital will be at the hospital's discretion.

KEYS:

Issuance of hospital keys to contractor's employees carries with it the responsibility for exercising the utmost care in preventing elopement of our patients. The employee signing out the key(s) will be responsible for returning the key(s) to the Maintenance Office at the end of every day. A charge of \$10.00 per key will be assessed for any key(s) lost or not returned.

DOORS:

ALL LOCKED DOORS WHICH ARE OPENED TO PERMIT PASSAGE MUST BE RELOCKED IMMEDIATELY. Particular attention should be given to doors to the outside, stair towers and to roofs. Additionally, at no time or for any reason will door stops of any kind be used to hold open any door throughout the hospital complex.

ASBESTOS AWARENESS:

Contractors employed by APH shall be informed by the Engineer in Charge of Maintenance of the location of suspect and known asbestos in the work area to which they are assigned. Contractors shall, under no circumstances, damage or disturb these areas unless they are a licensed Abatement Contractor and have been specifically employed to perform asbestos removal. Contractors shall not proceed with any change in work order without prior approval from the Engineer in Charge.

**ANCORA PSYCHIATRIC HOSPITAL
PLANT SERVICES DEPARTMENT
OUTSIDE CONTRACTOR RULES**

SPRINKLER PIPES:

Nothing can be attached to or make contact with sprinkler pipes.

LADDERS, SCAFFOLDING & EXCAVATIONS:

All ladders and scaffolding at ground level must be attended while work is in progress. Never leave a ladder in position without someone in attendance. All ladders and scaffolding must be removed at the end of the day. If scaffolding cannot be removed it must be fenced in such way that patients and staff cannot gain access. If scaffolding is to be fenced, the Engineer in Charge of Maintenance must approve the perimeter fence. Any excavation must be surrounded by a secure fence at the completion of the day's work. While the excavating is in progress a fence may also be required if risk is presented to the patients. The Engineer in Charge must be notified of all excavations, and he will determine the need for fencing.

TOOLS & MATERIALS:

Keep all tools and materials stored in places protected from access by patients. Never leave tools and equipment unattended, to assure that this doesn't happen, all hand tools will be transported in a tool bag or toolbox that will remain closed and locked until the nursing staff in the area has been notified and the clients have been removed from the area. An inventory of all tools and equipment used on the job will be taken at the completion of any job and before the area is released to staff and clients. **Tamperproof screws are to be used in all areas of the hospital.** Pick up truck operators must not leave tools and/or materials exposed in the back of the truck.

PICTURES:

NO PHOTOS may be taken without permission of the Chief Executive Officer or designee

HOSPITAL REGULATIONS:

Any person coming on grounds is prohibited from bring with them any alcoholic beverages, firearms, ammunition, hunting knives or any other article having the nature of a weapon. When necessary to utilize tools, which can become a weapon, it is incumbent upon the users to keep them out of reach of the patients. Never leave tools unattended.

SMOKING:

The buildings and grounds of this facility are smoke free. There is to be **NO SMOKING BY ANYONE** in any area of the facility.

PATIENT INTERACTION:

Contractor employees should not interact with the patients. Do not provide the patients with money, cigarettes, matches, lighters, tools or any other dangerous item. If a patient asks for anything, a simple, polite explanation that you do not have whatever is being requested will usually be sufficient. If there is a particularly troublesome patient, please report the incident to the Engineer in Charge of Maintenance.

**ANCORA PSYCHIATRIC HOSPITAL
PLANT SERVICES DEPARTMENT
OUTSIDE CONTRACTOR RULES**

INSPECTION:

Any construction by outside agencies dealing with communication, electrical, or fire alarm work or any penetrations through any wall must be inspected and approved by the APH SAFETY DEPARTMENT or their designee, at the completion of work or prior to any work above a concealed space being covered. **Note:** The use of any component of the fire suppression system as a support mechanism in any way is strictly prohibited.

FIRE REGULATIONS:

The hospital Fire Chief will provide instructions as applicable to the contractor.

*** AT NO TIME IS WELDING, BURNING OR OTHER WORK INVOLVING OPEN FLAME TO BE UNDERTAKEN WITHOUT A HOT WORK PERMIT**

HOT WORK PERMITS

- A. The Contractor is required to obtain and conform to the requirements of two (2) separate hot work permits. The Contractor must contact the New Jersey Division of Fire Safety (DFS) to obtain a hot work permit for the duration of this Project, as required by N.J.A.C. 5:70-2.7. Application must be completed via DCA RIMS website (http://www.nj.gov/dca/divisions/codes/RIMS_online.html) which requires account setup by the applicant. The Contractor must pay DFS directly for this permit. The estimated cost is approximately forty-two (\$42.00) dollars for each permit. If the project requires hot work at separate buildings, a separate permit will be required for the work to be performed at each building. The Contractor shall submit a copy of the DFS Hot Work Permit for each building to APH prior to commencing the work.
- B. The Contractor is also required to obtain a daily hot work permit from the Facility's Fire Department who will instruct the Contractor in the necessary procedures, as required by the currently adopted version of the International Fire Code, New Jersey Edition, Chapter 29 and by the State's Insurance Carrier. There is no fee for this Permit.

ANCORA PSYCHIATRIC HOSPITAL
PLANT SERVICES DEPARTMENT
OUTSIDE CONTRACTOR RULES

COVID 19 Requirements – For reference only as these protocols may change

This is the required PPE for all contractors to wear indoors and outdoors to keep everyone safe and healthy:

1. All contractors must wear a hospital approved **face mask**. Surgical mask, or KN95 if entering a patient unit, a KN95/N95 is required on quarantine or isolation units.
2. All contractors must wear eye protection on quarantine or isolation units – Face shield OR Goggles.
3. Face shields and goggles **MUST** be worn over corrective eyeglasses. Corrective eyeglasses alone do not meet the mandate of required PPE.
4. Always maintain social distancing, both indoors and outdoors.
5. Proof of fully vaccination with booster must be provided; photo of card is acceptable.

The contractor and each of his employees are required to sign a copy of this set of rules. It is the contractor's responsibility to have any sub contractor and his employees sign this form. The signed copies of the form are to be turned in to the Maintenance Department. This form may be duplicated as necessary. Contractors will be required to remove any employee who does not conform to these rules.

I certify that I have read the above rules and agree to abide with everything contained in them.

Print Name

Signature

Print Name of Company

Date