

SCOPE OF WORK

New Food Service at HSR

Hunterdon Developmental Center
Clinton, Hunterdon County, NJ

Project No. M1639-00

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: December 22, 2025

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PROJECT LOCATION: Hunterdon Developmental Center
PROJECT NO: M1639-00
DATE: December 22, 2025

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I. OBJECTIVE

The objective of this project is to modify The Health Service Residence (HSR) clothing storage room (B12) and adjacent area located in the basement Medical Records Sewing and Storage Areas by converting HVAC systems, upgrading electrical services and plumbing, installing drainage, modifying interior layouts, installing a kitchen hood with dry fire suppression system, and institutional grade food service equipment to create a full-service kitchen with adequate storage, freezers and refrigeration.

II. CONSULTANT QUALIFICATIONS

A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS

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

- **P001 Architecture**

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

- **P002 Electrical Engineering**
- **P003 HVAC Engineering**
- **P004 Plumbing Engineering**
- **P007 Structural Engineering**
- **P010 Fire Protection Engineering**
- **P025 Estimating/ Cost Analysis**
- **P037 Asbestos Design**
- **P038 Asbestos Safety Control Monitoring**
- **P045 Food Service**
- **P065 Lead Paint Evaluation**

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 \$6,558,394.16

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 \$8,985,000.00

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. The Consultant's proposed design and construction schedule shall be in Gantt chart format and calendar day durations with start and finish dates for each task.

<u>PROJECT PHASE</u>	<u>ESTIMATED DURATION (Calendar Days)</u>
1. Site Access Approvals & Schedule Design Kick-off Meeting	14
4. Investigation 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 (See Note)
• <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	180
13. Project Close Out Phase	30

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

B. CONSULTANT'S PROPOSED DESIGN & CONSTRUCTION SCHEDULE

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

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

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

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V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The location of the project site is:

Hunterdon Developmental Center
40 Pittstown Road, PO Box 4003
Clinton, Hunterdon County, NJ 08809-4031

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: Sukhbir Singh, Project Design Manager
Address: Division of Property Management & Construction
20 West State Street, 3rd Floor
Trenton, NJ 08608-1206
Phone No: (609) 947-5481
E-Mail: Sukhbir.Singh@treas.nj.gov

2. Client Agency Representative

Name: Ripenrai Nagar, Project Manager
Address: Department of Human Services
222 South Warren Street, PO Box 700
Trenton, NJ 08625-0700
Phone No: (609) 940-2023
E-Mail: Ripenrai.Nagar@dhs.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

The Hunterdon Developmental Center is located in Hunterdon County and was constructed in the late 1960's. It is the home for approximately 394 mentally and physically challenged individuals. The Center is manned 24-hours a day, 7 days a week. This Center provides a

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foundation for training, learning and maintaining health while enhancing the quality of life for individuals who reside on the grounds.

B. FUNCTIONAL DESCRIPTION OF THE BUILDING

The Health Service Residence Building is single-story with a basement and small second story. The building is a steel frame with a brick exterior, constructed in 1968 and is used for Medical Services and Treatment. The roof of the structure is 2" concrete plank with sloped insulating concrete fill and tapered rigid insulation with an asphaltic built-up covering. The visible exterior walls of the structure are 4" face brick over a 2" air space and 6" concrete masonry units. Wall construction behind the vented mansard roofs is 2" rigid insulation over 6" concrete masonry units. Windows are single pane operable in metal frame. The storefront at interior courtyard is also single panes in metal frame with spandrel panels.

HSR is considered a good location for the new kitchen because it has two existing loading docks with freight elevators, sufficient electrical capacity, and a reliable life safety generator.

Current operations rely on warming and preparation stations in each building. The main course of cooking would occur in the new kitchen, with satellite stations continuing to prepare/serve. The plan is to convert the clothing storage room (B12) and adjacent area located in the basement Medical Records Sewing and Storage Areas to create a full-service (3 meals a day - 7 days a week) kitchen to accommodate the facility's full capacity (600 possible beds), not just the current census.

The potential need to relocate patients during construction will be assessed based on the project's final scope and noise levels and any environmental impacts.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. INVESTIGATION PHASE

1. New Kitchen Investigation

The Consultant shall meet with the Project HDC team and review the new kitchen programmed space and supporting systems, with the intent to evaluate alternate layouts and analysis, including cost efficiencies, as applicable.

The Consultant shall also provide ideas and solutions based on their expertise, as applicable. The Consultant should conduct a full investigation into all necessary systems, including HVAC, electrical, plumbing, drainage, and fire suppression.

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The Consultant is also responsible for recommending all appropriate institutional-grade kitchen equipment, freezers, and refrigerators.

The Contractor shall conduct a performance analysis of usage of grease interceptors to prevent plumbing backups of regular sanitary flows.

The Consultant should determine if the existing life safety generator at HSR can legally and technically support non-life-safety kitchen equipment's load and assess the feasibility of using gas lines for stoves.

2. 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 1/2" x 11" bound booklet that contains a Table of Contents describing all 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 also be summarized on the DPMC 38 Cost Analysis form(s).

B. DESIGN REQUIREMENTS

1. Existing Conditions

Surveying the existing clothing storage room (B12) and adjacent area located in the basement Medical Records Sewing and Storage Areas at HSR building show all existing spaces (HVAC, electrical, plumbing, layout, fire suppression system).

Provide a design to convert this area to a new kitchen and install drainage, kitchen hood with dry fire suppression, institutional grade food service equipment with adequate storage, freezers and refrigeration.

2. Design Documents

A fully engineered and code approved design of the new kitchen, considering appropriate ventilation provided in the new kitchen to reduce odor, shall be provided by the Consultant. Consultant must adhere to the guidelines by the Facility Guidelines Institute (FGI Guidelines). The system layout shall be shown on the interior floor plan of the building and coordinated with the ceilings, lighting, HVAC, wiring conduit, and other obstructions. Identify the location of all walls, partitions, concealed spaces, and closets. The design shall be in accordance with NFPA 13 (2019), NFPA 72 (2019) and the International Building Code (IBC) New Jersey 2021. The Consultant shall provide the design in accordance to NFPA 101 and NFPA 99 standards for a Healthcare Facility.

Provide fire protection for all material storage areas and identify the storage commodity description and classification, storage area height, and storage arrangement.

Design documents and specifications shall indicate the type of system and the name of the desired manufacturer, and two alternative manufacturers of each type of equipment proposed.

Facility may need to dictate the type of equipment needed to suit operational needs.

3. Noise & Dust Control

Provide a detailed drawing that depicts the location and dimensioned details for any temporary construction partition walls for security, plastic barriers for dust and dirt containment, and special covers for the equipment.

The project shall adhere to all relevant safety and containment protocols as established in previous project documentation, specifically referencing best practices identified during the M1603-00 project regarding high-specification dust and sound control during occupied facility renovations. All temporary containment systems utilized must meet or exceed these established standards.

Describe the acceptable standards of cleanliness that the Contractor must meet each workday in all public access areas, hallways, elevators, rest rooms, and all other areas of the building.

Provide coverings on all furniture and cubicles as needed. All areas must be cleared of any dust and debris at the end of each workday. All smoke heads and sprinkler heads must be covered. The Contractor must work with the DPMC staff daily to put the alarm system on test to prevent any false alarms. Identify the methods for removal of debris.

Identify the procedures necessary to protect any smoke detector heads from dust and potential false alarms during the demolition work.

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Identify the approved methods to remove the demolition material from the building, security policies of the building and security guard protection requirements, dumpster location and access for the removal of the materials from the property.

4. New Kitchen Interior Finishes

The Consultant should evaluate for proper interior finishes. Stainless steel “liquid tight” surfaces are essential in certain areas. Floor surfaces within the new kitchen shall be coordinated with the HDC staff.

5. Kitchen Equipment

Fixed equipment layout plans for the new kitchen space shall be included, along with plumbing and electrical service.

6. HVAC System

Plans for upgrading the HVAC infrastructure at the HSR Building were completed under DPMC Project A1226-08 as part of an energy savings plan. The full plan documents for A1226-08 will be provided to the consultant.

Conduct an assessment that includes a detailed analysis and final strategy that will allow the selection of the appropriate HVAC system based on the special air conditioning requirements of the new kitchen.

7. Drainage & Grease Interceptors/Traps

Determine the type and quantity of kitchen waste generated. The Consultant shall indicate compliance requirements and options at the initial design stage, as applicable.

8. Generator

Determine if the existing generator can support the new kitchen load to provide continuous operation of the critical loads of the new kitchen equipment and appliances.

9. Fire Suppression System

The dry fire suppression system design shall include, but not be limited to, complete construction documents showing the layout on the floor plans of the buildings.

Fire suppression system shop drawings shall be submitted to DPMC’s Plan Review Unit for approval prior to fabrication and installation of the systems.

Include in the construction documents the requirement for the fire suppression system to be tested after installation is complete by an independent Testing Lab hired by the Contractor. The tests must be witnessed and approved by the Department of Community Affairs (DCA). The Consultant shall provide ample notification time when arranging the test with DCA, DPMC, Contractor, and equipment manufacturers.

10. Plumbing

Consultant shall provide demolition plans for any existing fixtures and piping no longer in use. If existing piping and fixtures are used for this project, Consultant should make sure that they meet the latest plumbing code requirements.

Construction documents shall include the location of all equipment associated with plumbing requirements for the new kitchen and related piping components. Verify tie-in points to the existing piping systems, including any neutralization, backflow and storage systems. Coordinate with the MUA to determine discharge requirements. Separate riser diagrams shall be shown for gas service, sanitary drain and vent system, and hot and cold-water distribution system.

Equipment connections shall be identified on all schematic and riser diagrams. Include a fixture schedule on the drawings listing each fixture, description, trap & vent sizes, valves, and hot and cold-water connection pipe sizes. New plumbing fixtures shall be evaluated for inclusion (budget dependent). All work shall be in accordance with the NJUCC Rehabilitation Subcode (NJAC 5:23), including Barrier Free compliance.

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

11. Electrical

Consultant shall prepare demolition plans for any existing light fixtures, conduits, wires, electrical panels, etc. no longer in use. If existing light fixtures, wire, conduits, electrical panels, etc. are used for this project then the consultant should make sure that they meet the latest electrical code requirements.

Electrical drawings shall include all supply service equipment, lighting, power, communications, fire alarm, security, and specialized systems. Riser diagrams, showing service equipment, feeders and panels, branch circuits must be shown. Wire sizes, switch and panel schedules shall be provided. Location, capacity, space requirements of all major items or equipment must be indicated.

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

C. HAZARDOUS BUILDING MATERIALS

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

1. Asbestos in accordance with N.J.A.C. 5:23-8, Asbestos Hazard Abatement Sub-code.
2. Lead in accordance with N.J.A.C. 5:17, Lead Hazard Evaluation and Abatement Code.
3. PCB's in accordance with 40 CFR 761, Polychlorinated Biphenyls (PCBs) Manufacturing, Processing, Distribution in Commerce, and Use Prohibitions. Consultant shall engage a firm certified in the testing and analysis of materials containing PCB's.
4. Mold.

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

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

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

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

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

There shall be no "mark-up" of sub-consultant or subcontractor fees if sub-consultants or subcontractors are engaged to perform any of the work defined in paragraph **VII.C "Hazardous Building Materials."** All costs associated with managing, coordinating, observing and administrating sub-consultants and subcontractors performing hazardous materials sampling,

testing, analysis, report preparation, hazardous materials construction administration services shall be included in the consultant's lump sum fee proposal.

D. ADDITIONAL REQUIREMENTS

The following miscellaneous general requirements shall apply to this project.

- 1. Contractor's Use of the Premises:** The Contractor's use of the premises shall be as indicated in Exhibit 'D', **Contractors - Vendors Policy**, 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 of dumpsters, 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. Equipment Protection at the Construction Site:** Provide a detailed drawing which depicts the approved method of protecting the furniture, carpeting, interior finishes, and other classroom equipment during the installation of the sprinkler system. Procedures for the security of materials and equipment in the facility must be established and included in the specification. Approved methods of dust control and cleaning the construction site after each workday must be described in the design documents.
- 4. Working Hours:** Working hours (7:30am-4:00pm) 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 spare parts list shall be prepared and items purchased, including a storage cabinet with keyed lock, as part of this project for all critical items necessary for the successful operation of the fire detection and suppression systems.
- 6. Equipment Training:** Coordinate the training of the new fire detection and suppression systems with Using Agency personnel and equipment vendors. Manuals shall be issued that contain the operating procedures, parts list, detailed drawings, catalog cuts, and maintenance procedures for all equipment installed in the building. The content of the manuals and training sessions, and the length of the training sessions shall be reviewed and approved by the DPMC Project Team members prior to the training seminar.

7. Major Capital Equipment Log and Preventative Maintenance Data: the Consultant shall extract, verify, and log the following mandatory data for all equipment classified as "Major Capital Equipment"

- Manufacturer (Make)
- Model Number
- Serial Number (Once provided by the Contractor during installation)
- Product Description
- Location (Name of the Building and sub-location such as kitchen, basement, roof, floor, or room number where the asset will be installed)
- Asset Category (Example: HVAC, Kitchen Equipment, Fire Protection System)
- Warrantees Information: Warrantees Number, Warrantees Expiration Date or Warrantees period, Warrantees Vendor Name (Include warrantees from Manufacturer and Installer)
- Associated Assets or Parent Asset, if applicable (Example: For a Roof Asset, skylights would be an associated asset)
- (optional) Any relevant notes related to Tools, Warranty, Emergency, Safety, Shutdown, or Training can be included
- Key Preventative Maintenance (PM) Requirements: Summarize critical service intervals, necessary lubricants/parts, and special maintenance procedures as extracted from the manufacturer's provided operation and maintenance (O&M) manuals.
- Manufacturer's contact information – Manufacturer's Name, Address, phone number, fax number, website (URL), Name and Phone Number of Contact person (if available)
- Installer (Contractor) contact information – Name, address, phone number, URL, Name and Number of Contact person (if available)

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 delivery contract, 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 attend the design review meetings.

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Record the minutes of each design meeting and distribute within three (3) calendar days to all attendees and those people 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.

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.

- (M1234-00: Hospital Building Conversion to Intermediate Care Facility for the Mentally Retarded, February 14, 1995, and by USA Architects, Planners & Interior Designers, P.A.)
- (Hazardous Materials Survey Report Hunterdon Developmental Center, dated: September 20, 2018, and by: Matrix New World Engineering, Land Surveying, and Landscape Architecture)
- (A1226-08, Hunterdon Development Center ESIP Project, dated May 08, 2019, and by DCO energy)
- (M1603-00, AKFC Temporary Partition Plans and Specifications, dated November 24, 2025, and by Ronald A. Sebring Associates, LLC)

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

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to the accuracy of the information provided and accepts no responsibility for the consequences of errors using any information and material contained in the documentation provided. It shall be the responsibility of the Consultant to verify the contents and assume full responsibility for any determination or conclusion drawn from the material used. If the information provided is insufficient, the Consultant shall take the appropriate actions necessary to obtain the additional information required.

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

VIII. PERMITS & APPROVALS

A. NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT

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

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

<https://www.nj.gov/dca/codes/codreg/ucc.shtml>

1. NJUCC Plan Review

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 DCA, Bureau of Construction Project Review to secure a complete plan release.

As of July 25, 2022, the DCA is only accepting digital signatures and seals issued by third party certificate authority.

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

https://www.nj.gov/dca/codes/forms/pdf_bcpr/pr_app_guide.pdf

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

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

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

The NJUCC “Plan Review Fee Schedule” can be found at:

https://www.nj.gov/dca/codes/forms/pdf_bcpr/pr_fees.pdf

2. NJUCC Permit

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

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

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

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

3. Prior Approval Certification Letters

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

In addition to the general certification letter discussed above, the following specific prior approval certification letters, where applicable, shall be submitted by the Consultant to the DPMC Plan & Code Review Unit Manager: Soil Erosion & Sediment Control; Water & Sewer Treatment Works Approval; Coastal Areas Facilities Review; Compliance of Underground Storage Tank Systems with N.J.A.C. 7:14B; Pinelands Commission; Highlands Council; Well Construction and Maintenance; Sealing of Abandoned Wells with N.J.A.C. 7:9D; Certification that all utilities have been disconnected from structures to be demolished; Board of Health Approval for Potable Water Wells; Health Department Approval for Septic Systems; and Notification to Adjoining Property Owners with N.J.A.C. 5:23-2.17(c). It shall be noted that in accordance with N.J.A.C. 5:23-2.15(a)5, a permit cannot be issued until the letter(s) of certification is received.

4. Multi-building or Multi-site Permits

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

5. Special Inspections

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

Bulletin 03-5 can be found at:

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

a. Definition

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

Special inspectors shall be certified in accordance with the requirements in the NJUCC.

b. Responsibilities

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

B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS

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

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

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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. BIDDING AND CONTRACT AWARD RESPONSIBILITIES

The Bidding and Contract Award Phase commences with receipt of the required permits, UCC plan release and verification that funding is in place for construction. The Consultant shall refer to the DPMC “Procedures for Architects and Engineers Manual”, Paragraph “17. BIDDING AND CONTRACT AWARD” for all requirements for this phase available at <https://www.nj.gov/treasury/dpmc/Assets/Files/ProceduresforArchitectsandEngineers.pdf>.

X. CONSTRUCTION ADMINISTRATION RESPONSIBILITIES

The A/E and their sub-consultants shall, unless otherwise specified in the project specific Scope of Work, provide site administration during the construction of the project. The services required of such site administration shall include, but shall not be limited to, attend and chair the pre-construction meeting, conduct weekly field observations, attend and chair regularly scheduled bi-weekly job meetings, review/approve shop drawings, submittals, and respond to RFI's.

The Consultant shall refer to the DPMC “Procedures for Architects and Engineers Manual”, Paragraph “18. CONSTRUCTION PHASE” for all construction administration requirements available at <https://www.nj.gov/treasury/dpmc/Assets/Files/ProceduresforArchitectsandEngineers.pdf>.

XI. PROJECT CLOSE-OUT PHASE

The DPMC Project Manager has full responsibility for the planning, scheduling, and execution of project close-out activities. The A/E is responsible for cooperating with the DPMC Project Manager in the planning, scheduling, and execution of project close-out activities. The Consultant shall refer to the DPMC “Procedures for Architects and Engineers Manual”, Paragraph “19. PROJECT CLOSE-OUT PHASE” for all requirements available at <https://www.nj.gov/treasury/dpmc/Assets/Files/ProceduresforArchitectsandEngineers.pdf>.

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XII. ENERGY REBATE AND INCENTIVE PROGRAMS

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

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

XIII. ALLOWANCES

A. PLAN REVIEW AND PERMIT FEE ALLOWANCE

The Consultant shall obtain and pay for all the project permits in accordance with the guidelines identified below. This allowance is only for plan review or permits that the consultants foresee in addition to or beyond UCC/DCA plan review and permitting.

1. Permits

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

2. Permit Costs

The Consultant shall estimate the application fee costs for all the required project permits, certificates, and approvals (excluding the NJUCC 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.

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NOTE: The NJUCC 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.

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

B. HAZARDOUS MATERIALS TESTING AND REPORT ALLOWANCE

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

- Description of tasks and estimated cost for the following:
 - Sample collection;
 - Sample testing; and,
 - Preparation of a Hazardous Materials Survey Report.

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

C. HAZARDOUS MATERIALS ABATEMENT DESIGN ALLOWANCE

The Consultant shall estimate the costs to prepare construction documents for hazardous materials abatement noted in paragraph VII.C and enter that amount on the fee proposal line item entitled "**Hazardous Materials Abatement Design Allowance**." Consultant shall attach a detailed cost breakdown sheet for use by DPMC during the proposal review and potential fee

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negotiations. The cost breakdown sheet shall include a description of the tasks to be performed and the estimated cost of each task.

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

D. HAZARDOUS MATERIALS CONSTRUCTION ADMINISTRATION ALLOWANCE

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

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

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XIV. SOW SIGNATURE APPROVAL SHEET

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

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

SOW PREPARED BY: Cecile Guirguis 12-22-2025
CECILE GUIRGUIS, PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 12/24/2025
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Ripenrai Nagar 1/5/2026
RIPENRAI NAGAR, PROJECT MANAGER DATE
CLIENT AGENCY REPRESENTATIVE

SOW APPROVED BY: sukhbir singh 1/05/2026
SUKHBIR SINGH, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Jeanette M Barnard 1.5.26
JEANETTE M. BARNARD, DEPUTY DIRECTOR DATE
DV PROPERTY MGT & CONSTRUCTION

PROJECT NAME: New Food Service at HSR
PROJECT LOCATION: Hunterdon Developmental Center
PROJECT NO: M1639-00
DATE: December 22, 2025

XV. CONTRACT DELIVERABLES

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

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

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

INVESTIGATION PHASE;

DESIGN DEVELOPMENT PHASE;

FINAL DESIGN PHASE;

PERMIT APPLICATION PHASE;

BIDDING AND CONTRACT AWARD;

CONSTRUCTION PHASE; and

PROJECT CLOSE-OUT PHASE.

XVI. EXHIBITS

- A. SAMPLE PROJECT SCHEDULE FORMAT**
- B. PROJECT SITE LOCATION MAP**
- C. CONTRACTOR’S REGULATIONS**
- D. HUNTERDON DEVELOPMENTAL CENTER**
- E. PHOTOS**

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
13.4.1.	A/E Statement of Site Visit						
13.4.2.	Narrative Description of Project						
13.4.3.	Building Code Information Questionnaire						
13.4.4.	Space Analysis						
13.4.5.	Special Features						
13.4.6.	Catalog Cuts						
13.4.7.	Site Evaluation						
13.4.8.	Subsurface Investigation						
13.4.9.	Surveys						
13.4.10.	Arts Inclusion						
13.4.11.	Design Rendering						
13.4.12.	Regulatory Approvals						
13.4.13.	Utility Availability						
13.4.14.	Drawings (6 Sets)						
13.4.15.	Specifications (6 Sets)						
13.4.16.	Current Working Estimate/Cost Analysis in CSI Format						
13.4.17.	Project Schedule						
13.4.18.	Formal Presentation						
13.4.19.	Scope of Work Compliance Statement						
13.4.20.	Schematic Design Phase Deliverables Checklist						
S.O.W. Reference	S.O.W. Specific Requirements						

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

 Consultant Signature

 Date

Deliverables Checklist
Design Development Phase

A/E Name: _____

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

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

 Consultant Signature

 Date

Deliverables Checklist
Final Design Phase

A/E Name: _____

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

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

 Consultant Signature

 Date

Deliverables Checklist Permit Application Phase

A/E Name: _____

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: _____

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: _____

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: _____

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

Consultant Signature

Date

Typical DPMC Project - Random Selection of Design Consultant

ID	Task Name	Start	Finish	Duration	Timeline																									
					Half 2, 2025				Half 1, 2026				Half 2, 2026				Half 1, 2027													
					A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M
0	Typical Project Model	Mon 5/19/25	Fri 4/9/27	691 days																										
1	Project Initiation Phase	Mon 5/19/25	Mon 7/14/25	57 days																										
2	Project Funding Received	Mon 5/19/25	Mon 5/19/25	1 day																										
3	Schedule Site Visit	Thu 5/22/25	Thu 5/22/25	1 day																										
4	Site Visit	Fri 5/30/25	Fri 5/30/25	1 day																										
5	Prepare Draft SOW	Mon 6/2/25	Fri 6/6/25	5 days																										
6	Distribute Draft SOW for Review	Mon 6/9/25	Mon 6/9/25	1 day																										
7	Review SOW	Tue 6/10/25	Mon 6/23/25	10 days																										
8	Review SOW	Tue 6/10/25	Mon 6/23/25	10 days																										
9	Review SOW	Tue 6/10/25	Mon 6/23/25	10 days																										
10	Receive Comments Revise SOW	Tue 6/24/25	Mon 6/30/25	5 days																										
11	Distribute Final SOW for Review & Signature	Tue 7/1/25	Tue 7/1/25	1 day																										
12	Review & Sign SOW	Wed 7/2/25	Wed 7/2/25	1 day																										
13	Review & Sign SOW	Mon 7/7/25	Mon 7/7/25	1 day																										
14	Review & Sign SOW	Thu 7/10/25	Thu 7/10/25	1 day																										
15	Forward SOW to Procurement	Mon 7/14/25	Mon 7/14/25	1 day																										
16	Consultant Selection Phase	Tue 7/15/25	Mon 9/1/25	49 days																										
17	Prepare Solicitation, Advertise Proj	Tue 7/15/25	Wed 7/16/25	2 days																										
18	Select Firms - Random Selection	Thu 7/17/25	Thu 7/17/25	1 day																										
19	Conduct Preproposal Meeting	Mon 7/28/25	Mon 7/28/25	1 day																										
20	Consultant Questions Due - Prepare and Issue Addenda	Tue 7/29/25	Tue 7/29/25	1 day																										
21	Receive Proposals - Distribute for Review	Tue 8/12/25	Tue 8/12/25	1 day																										
22	Review & Rank Proposals	Wed 8/13/25	Tue 8/19/25	5 days																										
23	Review & Rank Proposals	Wed 8/13/25	Tue 8/19/25	5 days																										
24	Review & Rank Proposals	Wed 8/13/25	Tue 8/19/25	5 days																										
25	Determine Rankings, Open Fee Proposals and Distribute to Committee	Wed 8/20/25	Wed 8/20/25	1 day																										
26	Negotiate Fee	Thu 8/21/25	Wed 8/27/25	5 days																										
27	Provide Funding for Consultant Contract	Thu 8/28/25	Thu 8/28/25	1 day																										
28	Complete Recommendation to Award	Thu 8/28/25	Fri 8/29/25	2 days																										
29	Consultant Contract Award	Sat 8/30/25	Mon 9/1/25	2 days																										
30	Design Phase	Sun 9/7/25	Fri 5/8/26	244 days																										
31	Design Contract "Kick-Off" Meeting	Sun 9/7/25	Mon 9/8/25	2 days																										
32	Program Design Phase	Tue 9/9/25	Mon 10/6/25	28 days																										
33	Receive Program Submittal & Distribute for Review	Tue 10/7/25	Thu 10/9/25	3 days																										

Typical DPMC Project - Random Selection of Design Consultant

ID	Task Name	Start	Finish	Duration	A	M	J	Half 2, 2025	J	A	S	O	N	D	Half 1, 2026	J	F	M	A	M	J	Half 2, 2026	J	A	S	O	N	D	Half 1, 2027	J	F	M	A	M
34	Program Phase Presentation/Submittal	Fri 10/10/25	Fri 10/10/25	1 day																														
35	Review Program Phase	Mon 10/13/25	Fri 10/24/25	10 days																														
36	Review Program Phase	Mon 10/13/25	Fri 10/24/25	10 days																														
37	Review Program Phase	Mon 10/13/25	Fri 10/24/25	10 days																														
38	Receive Program Phase Comments, Review & Consolidate and Forward to Consultant																																	
39	Schematic Design Phase	Thu 10/30/25	Wed 11/26/25	28 days																														
40	Receive Schematic Submittal & Distribute for Review	Thu 11/27/25	Mon 12/1/25	3 days																														
41	Schematic Phase Presentation/Submittal	Tue 12/2/25	Tue 12/2/25	1 day																														
42	Review Schematic Phase	Wed 12/3/25	Tue 12/16/25	10 days																														
43	Review Schematic Phase	Wed 12/3/25	Tue 12/16/25	10 days																														
44	Review Schematic Phase	Wed 12/3/25	Tue 12/16/25	10 days																														
45	Receive Schematic Phase Comments, Review & Consolidate and Forward to Consultant																																	
46	Design Development (DD) Design Phase	Sat 12/20/25	Fri 1/16/26	28 days																														
47	Receive DD Submittal & Distribute for Review	Mon 1/19/26	Wed 1/21/26	3 days																														
48	DD Phase Presentation/Submittal	Thu 1/22/26	Thu 1/22/26	1 day																														
49	Review DD Phase	Fri 1/23/26	Thu 2/5/26	10 days																														
50	Review DD Phase	Fri 1/23/26	Thu 2/5/26	10 days																														
51	Review DD Phase	Fri 1/23/26	Thu 2/5/26	10 days																														
52	Receive DD Phase Comments, Review & Consolidate and Forward to Consultant	Fri 2/6/26	Tue 2/10/26	3 days																														
53	Final Design Phase	Wed 2/11/26	Tue 3/10/26	28 days																														
54	Final Submittal & Distribute for Review	Wed 3/11/26	Fri 3/13/26	3 days																														
55	Final Phase Presentation/Submittal	Sat 3/14/26	Mon 3/16/26	2 days																														
56	Review Final Phase	Tue 3/17/26	Mon 3/30/26	10 days																														
57	Review Final Phase	Tue 3/17/26	Mon 3/30/26	10 days																														
58	Review Final Phase	Tue 3/17/26	Mon 3/30/26	10 days																														
59	Review Final Phase	Tue 3/17/26	Mon 3/30/26	10 days																														
60	Receive Final Phase Comments, Review & Consolidate and Forward to Consultant	Tue 3/31/26	Thu 4/2/26	3 days																														
61	Final/Permit Design Phase	Fri 4/3/26	Thu 4/16/26	14 days																														

Typical DPMC Project - Random Selection of Design Consultant

ID	Task Name	Start	Finish	Duration	Half 2, 2025			Half 1, 2026			Half 2, 2026			Half 1, 2027													
					A	M	J	J	A	S	O	N	D	J	F	M	J	J	A	S	O	N	D	J	F	M	A
62	Final/Permit Submittal & Distribute for Review	Fri 4/17/26	Tue 4/21/26	3 days																							
63	Review Final/Permit Phase	Wed 4/22/26	Tue 5/5/26	10 days																							
64	Receive Final/Permit Phase Approval and Forward to	Wed 5/6/26	Fri 5/8/26	3 days																							
65	Permit Acquisition Phase	Wed 4/22/26	Fri 5/22/26	31 days																							
66	Prepare UCC Application, Bid Clearance & Submit Bid Package	Sat 5/9/26	Fri 5/15/26	7 days																							
67	Provide Funding for Construction	Wed 4/22/26	Wed 4/22/26	1 day																							
68	Secure Bid Clearance Including Funding Verification	Mon 5/18/26	Fri 5/22/26	5 days																							
69	Advertise-Bid-Award Phase	Mon 5/25/26	Thu 7/23/26	60 days																							
70	Advertise Project for Construction	Mon 5/25/26	Mon 5/25/26	1 day																							
71	Conduct Pre-Bid Meeting	Tue 6/9/26	Tue 6/9/26	1 day																							
72	Contractor Questions Due - Prepare and Issue Bulletin	Mon 6/15/26	Wed 6/17/26	3 days																							
73	Construction Bids Due - Open Bids	Tue 6/23/26	Tue 6/23/26	1 day																							
74	Conduct Post Bid Review Meeting	Mon 6/29/26	Mon 6/29/26	1 day																							
75	Prepare and Submit Recommendation for Award	Tue 6/30/26	Wed 7/1/26	2 days																							
76	Prepare and Submit Recommendation for Award	Thu 7/2/26	Fri 7/3/26	2 days																							
77	Prepare Contract and Schedule Award Meeting	Mon 7/6/26	Fri 7/10/26	5 days																							
78	Conduct Contract Award Meeting/Issue NTP	Thu 7/16/26	Thu 7/16/26	1 day																							
79	Sign/Seal UCC Permit Applications	Thu 7/16/26	Thu 7/16/26	1 day																							
80	Secure UCC Permit from DCA	Fri 7/17/26	Thu 7/23/26	5 days																							
81	Construction Phase	Fri 7/24/26	Wed 1/20/27	181 days																							
82	Conduct Construction "Kick-Off Meeting"	Fri 7/24/26	Fri 7/24/26	1 day																							
83	Complete Construction - Achieve Substantial Completion	Sat 7/25/26	Wed 1/20/27	180 days																							
84	Project Close-Out Phase	Thu 1/21/27	Fri 4/9/27	79 days																							
85	Complete Punch List	Thu 1/21/27	Fri 2/19/27	30 days																							
86	Close Out Construction Contract	Mon 2/22/27	Fri 2/26/27	5 days																							
87	Close Out Consultant Contract	Mon 3/1/27	Fri 4/9/27	30 days																							

Typical DPMC Project - Random Selection of Design Consultant

Project: Typical Project Model Date: Wed 4/9/25	Task		Summary		External Milestone		Inactive Summary		Manual Summary Rollup		Finish-only
	Split		Project Summary		Inactive Task		Manual Task		Manual Summary		Deadline
	Milestone		External Tasks		Inactive Milestone		Duration-only		Start-only		Progress

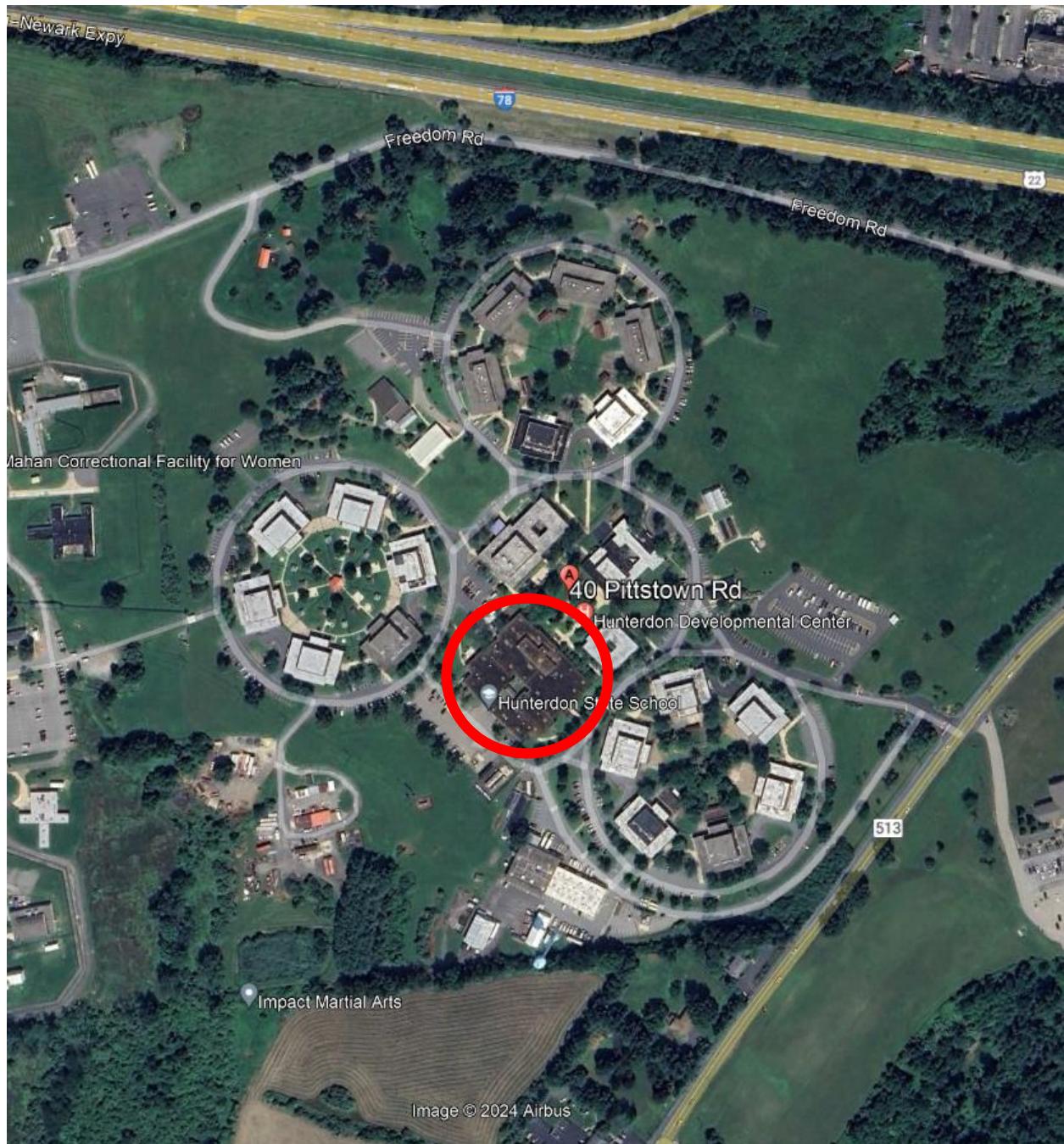


EXHIBIT 'B'



EXHIBIT 'B'

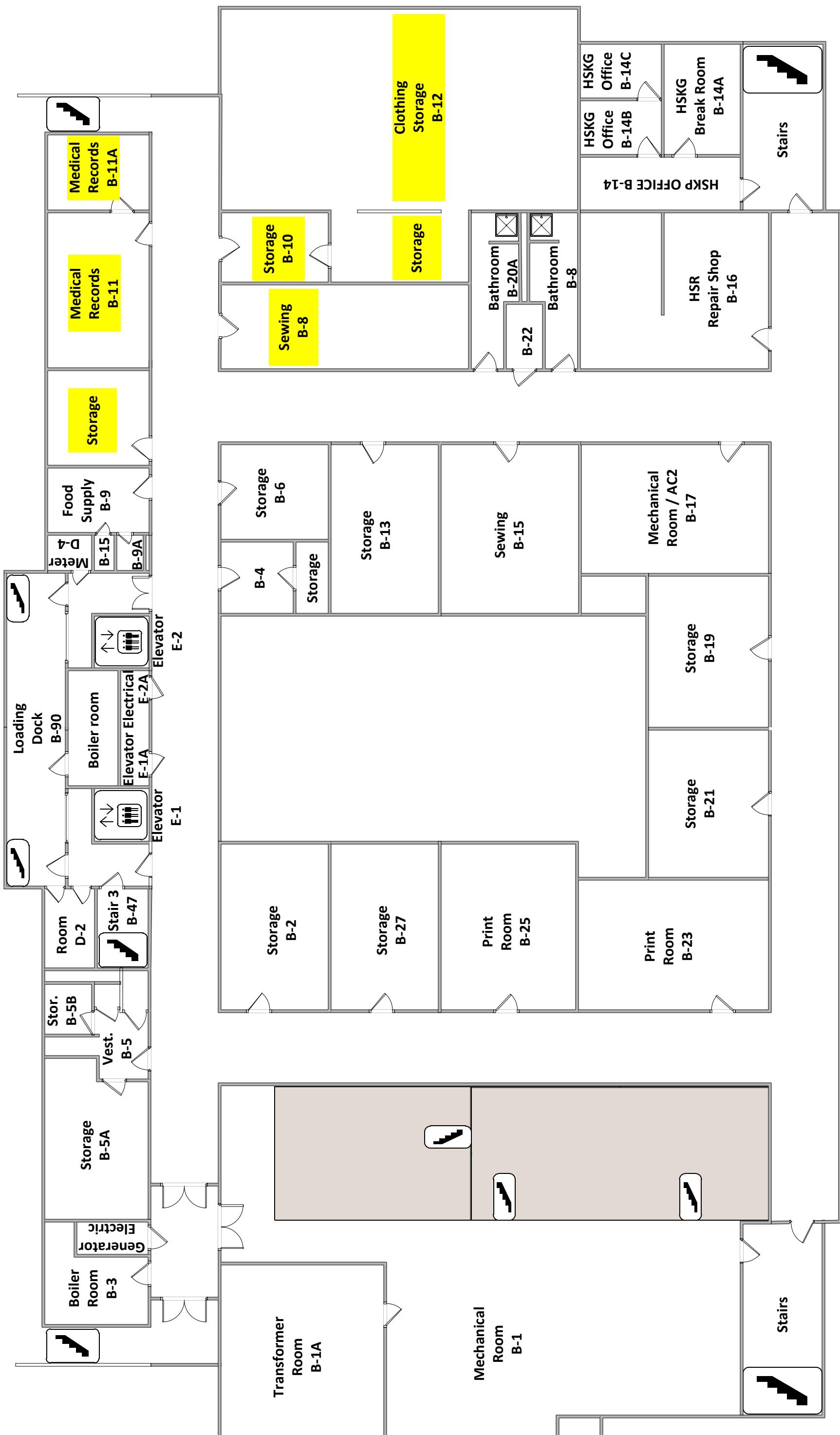


EXHIBIT 'B'

DATE: May 19, 2022

TO: Contracted Agencies

FROM: David Thomas 
Chief Executive Officer

SUBJECT: Rules and Regulations While on HDC Premises

1. Pursuant to Executive Order No. 283 (Murphy 1/19/2022), ("EO283"), Contractors and Consultants working in "health care settings"including residential facilities for individuals with disabilities , are required to become fully vaccinated, including booster shots.

All covered workers must remain up to date with their COVID-19 vaccinations and provide proof of same.

2. Contracted workers are instructed not to come to work if they feel ill.
3. All contractors are screened for Covid-19 at the designated area before each shift.
4. Contracted workers are to wear appropriate PPE as directed by the Hunterdon liaison / oversight staff.
5. Contracted workers are to wear clothing appropriate for activities being performed. Clothing must not show or have any text or graphic that is vulgar, disrespectful, sexually explicit, or representative of political positions, or negative depictions of gender, sexual orientation, race or religion.
6. Identification badges are to be worn above the waist at all times. Lost badges must be reported immediately.
7. Contracted workers must follow HDC parking and traffic regulations:
 - a. No curbside parking or parking in handicapped (without authorized placard), red tag or other designated spaces
 - b. No vehicle is to be left unattended and running at any time.
 - c. The posted speed limit is 10 miles per hour.
 - d. All vehicles are to be locked and properly secured when not in use

Contracted Agencies

Rules and Regulations While on HDC Premises

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8. The designated smoking area is behind the Johnson Building. Smoking is prohibited in all other areas.
9. Contracted workers are to comply with social distancing guidelines.
10. Courtesy and respect are to be demonstrated at all times. Any form of communication, which could be considered insulting, harassing, discriminatory, sexually suggestive, derogatory, discourteous or defamatory towards others, will not be tolerated. Any form of physical contact is strictly prohibited. Standards issued by the Governor's Office establish a zero tolerance for workplace violence.
11. In keeping with HIPAA regulations, resident and employee privacy will be safeguarded. Additionally, any Hunterdon Developmental Center business must be kept confidential.
12. The use of any cell phone and/or recording device to obtain pictures, video, or audio of staff or residents is prohibited
13. No contractor is permitted to borrow, loan, destroy, or remove from its assigned locations, any personal property of employees, residents, or materials, supplies and equipment belonging to the State, regardless of the value.
14. Contracted workers are to clean their area of debris and trash.

Issued: 3/14/2022; revised 5/19/2022

**HUNTERDON DEVELOPMENTAL CENTER
DEPARTMENT OF HUMAN SERVICES
CONTRACTOR RULES**

Contractors and their employees working within the confines of New Jersey Department of Human Service Facilities must conform to regulations governing the functioning of the Facility. Questions regarding regulations should be brought to the attention of the Facility Contract Administrator.

Contractors and their employees are required to have an identification badge worn in plain view above the waistline.

Particular attention is called to the following regulations:

1. **PARKING:** Parking is permitted only in assigned areas. Contractors should check with the Facility Contract Administrator for assignment to a parking area.
2. **LOCKING OF VEHICLES:** Locking your car or truck is important not only for the protection of your vehicle but also as a safety measure for the clients, employees, and visitors alike. Keys, if found in your vehicle, will be confiscated and turned in to the Department of Human Services Police Department. Your reentry to the Facility will be at the discretion of the Facility Contract Administrator.
3. **FIRE REGULATIONS:** The Facility Contract Administrator will provide Instructions as applicable to the contractor. **AT NO TIME IS WELDING, BURNING OR OTHER WORK INVOLVING OPEN FLAME TO BE UNDERTAKEN WITHOUT PERMISSION OF THE FACILITY CONTRACT ADMINISTRATOR WHO WILL INSTRUCT THE CONTRACTOR IN THE NECESSARY PROCEDURES.**
4. **KEYS:** Issuance of keys to contractor's employees carries with it the responsibility for exercising the utmost care. Contractor's employees signing out key(s) will be responsible for returning the key(s) at the end of every day. The Facility Contract Administrator may assess charges for key(s) lost or not returned.
5. **DOORS:** **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.
6. **LADDERS, SCAFFOLDING, AND EXCAVATIONS:** Ladders and scaffolding must be attended while work is in progress. Never leave a ladder in position without someone in attendance. Ladders and scaffolding must be removed at the end of the day. If scaffolding cannot be removed it must be fenced in such a way that patients and staff cannot gain access. If scaffolding is to be fenced the Facility Contract Administrator must approve the perimeter fence. Excavations must be surrounded by a secure fence at the completion of the day's work. In progress excavation may also require a fence if risk is present. The Facility Contract Administrator must be notified of all excavations and he will determine the need for fencing.

**HUNTERDON DEVELOPMENTAL CENTER
DEPARTMENT OF HUMAN SERVICES
CONTRACTOR RULES**

7. **TOOLS & MATERIALS:** Keep all tools and materials stored in places protected from access by clients, staff, and visitors. Pick-up truck operators must not leave tools and/or materials exposed in the back of the truck.
8. **PICTURES:** NO PHOTOS may be taken without permission of the Facility Contract Administrator.
9. **FACILITY REGULATIONS:** Contractors may also be required to sign Facility Rules for Contractors, these rules are Independent of the Department of Human Services rules, and are intended to highlight specific concerns within that specific facility.
10. **CLIENT INTERACTION:** Contractor employees must not interact with the clients. Do not provide clients with money, cigarettes, matches or lighters, tools, or any other dangerous item. If there is a particularly troublesome client report the incident immediately to the Facility Contract Administrator.
11. **INMATE LABOR:** Some Human Service Facilities utilize inmate labor. The same general rules apply to the inmates with the notable exception – “Interaction of any type with inmates is strictly prohibited.”
12. **CONTRABAND:** Contractors, their employees or persons are prohibited from bringing with them any alcoholic beverages, firearms, ammunition, knives or any other article having the nature of a weapon onto the grounds of any Department of Human Service Facility. When necessary to utilize tools, which can become a weapon, permission must be obtained from the Facility Contract Administrator prior to their use. It is incumbent upon users to keep these items out of reach of the clients, employees and visitors. Never leave tools unattended. Violation of Contraband Rules Regulations may result in criminal charges.

The contractors 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/or their employees sign this form prior to starting work at the facility. Signed copies of the form are to be returned to the Facility Contract Administrator. This form may be duplicated as necessary. Contractors are required to remove sub-contractors or employees who do not conform to these rules.



Generator



EXHIBIT 'E'



Gas Line



EXHIBIT 'E'



Electric Control Panels



EXHIBIT 'E'



**To The Loading
Docks**

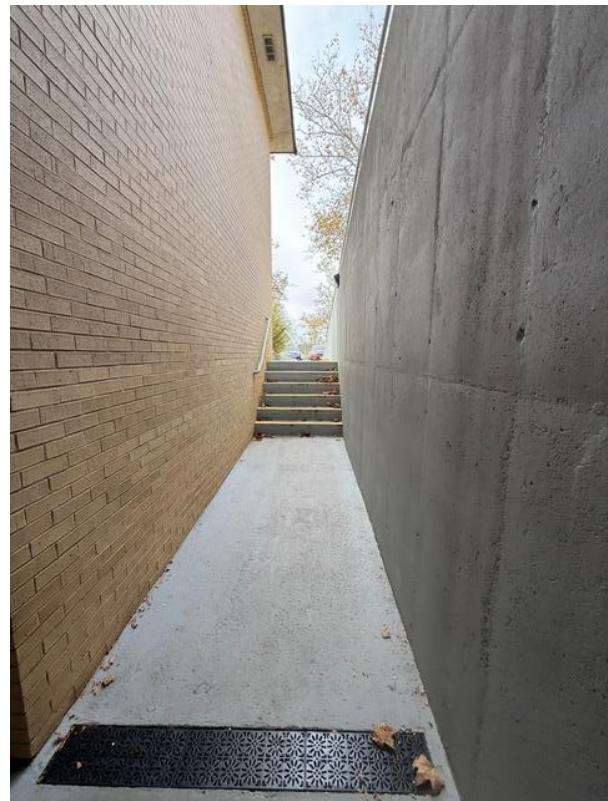


EXHIBIT 'E'



Loading Docks



EXHIBIT 'E'



EXHIBIT 'E'



EXHIBIT 'E'



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