SCOPE OF WORK

New Office Building

Brendan T. Byrne State Forest
Woodland Township, Burlington County, NJ

Project No. P1376-00

STATE OF NEW JERSEY

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

DEPARTMENT OF THE TREASURY

Elizabeth Maher Muoio, Treasurer

DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Thomas A. Edenbaum, Director

Date: January 6, 2026

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I. OBJECTIVE

The objective of this project is to replace the New Jersey Department of Environmental Protection (NJDEP) Brendan Byrne State Forest Office Building with a net zero carbon (all electric) Office Building. The NJDEP State Parks, Forests & Historic Sites program includes the Forest Service, State Park Police, Forest Fire Service, and NJ State Parks units and will operate from the new building. The new building will be constructed at an adjacent location, and the existing building will be demolished under this project scope. Brendan Byrne State Forest is in Woodland Township in Burlington County.

II. CONSULTANT QUALIFICATIONS

A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS

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

- **P001 Architecture**

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

- **P002 Electrical Engineering**
- **P003 HVAC Engineering**
- **P004 Plumbing Engineering**
- **P005 Civil Engineering**
- **P006 Sanitary Engineering**
- **P007 Structural Engineering**
- **P008 Elevators/ Conveyor Systems Engineering**
- **P011 Environmental Engineering**
- **P025 Estimating/ Cost Analysis**
- **P037 Asbestos Design**
- **P038 Asbestos Safety Control Monitoring**
- **P048 Security Systems**
- **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 $3,000,000.

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

B. CURRENT WORKING ESTIMATE (CWE)

The Current Working Estimate (CWE) for this project is $4,150,000.

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 after notification from the consultant during the design process and in a revised CWE deliverable.

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.

PROJECT PHASE	ESTIMATED DURATION (Calendar Days)
1. Site Access Approvals & Schedule Design Kick-off Meeting	**14**
2. Program Phase	**42**
• *Project Team & DPMC Plan/Code Unit Review & Comment*	14
3. Schematic Design Phase	**42**
• *Project Team & DPMC Plan/Code Unit Review & Comment*	14
4. Design Development Phase	**42**
• *Project Team & DPMC Plan/Code Unit Review & Comment*	14
5. Final Design Phase	**42**
• *Project Team & DPMC Plan/Code Unit Review & Approval*	14
6. Final Design Re-Submission to Address Comments	**7 (See Note)**
• *Project Team & DPMC Plan/Code Unit Review & Approval*	14
7. DCA Submission Plan Review	**30**
8. Permit Application Phase	**7**
• *Issue Plan Release*	
9. Bid Phase	**42**
10. Award Phase	**28**
11. Construction Phase	**270**
12. Project Close Out Phase	**30**

Note: The Final Design Phase is considered complete upon the release of Construction Documents by the DPMC Code Group and/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.

V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The location of the project site is:

Brendan T. Byrne State Forest
Mile Marker 1
Highway Route 72 East
Woodland Township, 08088

GPS Coordinates: 39.891060, - 74.579632

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 Manager
Address:	Division of Property Management & Construction 20 West State Street, 3rd Floor Trenton, NJ 08608-1206
Phone No:	(609) 633-7998
E-Mail:	Sukhbir.Singh@treas.nj.gov

2. Department of Environmental Protection

Name:	Jeffrey T. Adams, Project Manager
Address:	Department of Environmental Protection 275 Freehold-Englishtown Road Englishtown, New Jersey 07726
Phone No:	(609) 468-4555
E-Mail:	Jeffrey.Adams@dep.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

Brendan T. Byrne State Forest, formerly known as Lebanon State Forest, is the state's second largest state forest located in the New Jersey Pine Barrens. Brendan Byrne was former governor of New Jersey and the signatory of the Pinelands Preservation Act of 1979, which created the Pinelands National Reserve. The area is an ecological and recreational gem made up of 34,725-acres stretching through parts of Ocean and Burlington Counties conveniently located from North Jersey, Pennsylvania, and New York (See **Exhibit 'B'** Project Site Location Map).

Lebanon State Forest was originally named after the Lebanon Glassworks factory which chiefly made windowpanes and operated between 1851-1867. The factory shut down when the supply of wood for the factory furnaces was exhausted. All that remains of Lebanon Glassworks today are a scattering of concrete foundations.

Administered by the New Jersey Department of Environmental Protection (NJDEP), the State Parks, Forests & Historic Sites program, the Forest Service, State Park Police, and Forest Fire Service work together to protect, manage and promote Brendan T. Byrne State Forest, one of New Jersey's natural, historic, and recreational resources

B. FUNCTIONAL DESCRIPTION OF THE BUILDING

The Brendan Byrne State Forest Office Building was constructed in the early 1980s and originally designed as part of the Administrative & Maintenance Facilities for the Division B Region Forest Fire Service in Burlington County. Currently, The NJDEP State Parks, Forests & Historic Sites program includes the Forest Service, State Park Police, Forest Fire Service, and NJ State Parks units and operate from the building's space to serve the state forest environmental resource and nearby region.

The building is approximately 6100 sq.ft. and constructed with a mixture of concrete blocks and wood set on a concrete slab. The first floor includes the lobby, park office glass store front, conference room, offices, men's/women's toilet room, closets, storage space, and mechanical room. The second floor is mainly used as office spaces with some storage closets (see **Exhibit 'C'** Photos). There is an on-site gravel parking lot directly in front of the building.

The objective of this project is to design and construct a net zero carbon (all electric) new office building and provide adequate office space for the four units. The new building will be located adjacent to the current building on the opposite side of the gravel parking lot (see **Exhibit 'B'** Project Site). The installation of a new septic system, new water well, and the relocation or new installation of the building's radio communication tower will also be included in the project.

The existing building will be demolished, septic system removed, water well removed, and the existing radio tower will either be relocated or dismantled and removed.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. NEW OFFICE BUILDING DESIGN REQUIREMENTS

1. General

The Consultant shall provide the Design, Construction Administration, Permitting, and Bid/Award Services for the demolition, removal, and complete replacement of the Brendan Byrne State Forest office building. The NJDEP State Parks, Forests & Historic Sites program includes the Forest Service, State Park Police, Forest Fire Service, and NJ State Parks units which operate from the existing building and will continue to operate from the newly constructed office building.

The new office building will be a net zero carbon (all electric) building and will be relocated adjacent to the current building on the opposite side of the gravel parking lot (see **Exhibit 'C'** Photos). The building will have 2 floors and a single elevator. The building shall comply with all barrier-free requirements.

The Consultant shall meet and coordinate with the New Jersey Department of Environmental Protection (NJDEP) Office of Resource Development (ORD) along with the NJ State Parks, Forests & Historic Sites program together with the Forest Service, State Park Police, Forest Fire Service, and NJ State Parks units' staff to outline the functional requirements necessary for the respective units' office spaces. The Consultant shall evaluate and determine the new office building's design and space by maximizing the new location footprint.

The Consultant shall locate, evaluate, and document any above and below grade utility lines, well water and/or water supply, pumps, conduit, and supply lines near the new building's location. An evaluation will be provided by the Design Consultant to upgrade and improve the existing septic system, or a new septic system will be evaluated and included in the project. The Consultant shall evaluate, as necessary, and provide the design and calculations for a new water well supply with associated pump and parts.

The existing building will be demolished and removed when the new building construction has been completed, allowing staff to operate without interruption. Any site restoration requirements to the former building's location will be as directed by the Agency and Project Team.

The Consultant shall provide the design for all amenities and mechanical equipment to meet the current UCC Code and barrier free requirements. The building shall be designed for the installation of equipment and fixtures requiring minimal routine maintenance and repairs. All

equipment and fixtures throughout shall be Agency approved, environmentally friendly, water saving, and energy efficient. The design shall include all interior surfaces that will be durable and easy to maintain.

The Consultant shall include in the design the structural calculations for the new building's concrete foundation. Any necessary improvements and/or soil grading, including building access pathways and parking lots leading to and around the new building's perimeter shall be evaluated and included in the design. Site lighting and parking spaces shall be provided that meet requirements for barrier free access.

2. New Office Building & Equipment

The Consultant shall provide an Agency approved design and specifications for the new office building that include, but not limited to, the following:

- Net zero carbon footprint building.
- (2) Management units per floor with ample office space used for the DEP NJ State Parks, State Park Police, Forest Fire Service, and Forest Service.
- (2) floors with a mixture of single offices and workstations throughout.
- A single elevator following NJ Barrier-Free subcode requirements.
- Designed for year-round use with energy-efficient heating and cooling equipment throughout.
- 2 unisex public ADA approved restrooms/bathrooms on each floor with all amenities and baby changing stations.
- A mechanical room with door lock to include electric heater, on-demand water heater, and electrical switch gear, as specified.
- A radio room with radio, phone, computer, & maps.
- A fire alarm and fire suppression system meeting all codes and standards, as recommended by the Consultant.
- A generator with UPS; fuel type to be specified.
- Security system and all necessary room door locks, as necessary.
- Keyless digital pin-code building access system with key back-up.
- Public lobby space at main entrance with staff counter space.
- A glass divider with windows/doors to separate public lobby space and staff area.
- Staff fitness room/area.
- Kitchenette area (to be verified on each floor).
- Individual workstations areas within office spaces, as specified by the project team.
- A total of (4) water bottle filling stations for the public lobby area, first floor employee area, second floor, and outside building area with a dog water bowl.
- Building design materials to be non-combustible, as required.
- Copper piping for water supply lines throughout.

The Consultant shall provide the new building design to include the following on the first floor as specified below:

- Souvenir and store shop area.
- Public lobby to include 2 workstations for campers' registration and public purchases.
- Interpretive space for historical exhibits and information items.
- NJ State Parks and State Park Police units assigned to floor with separate office spaces.
- Office spaces to include multi-workstation areas, as directed.
- Conference room (large).
- Conference room (small).
- Employee restroom, shower, and locker room with all amenities.
- Janitor's closet with door lock located near public/staff restrooms to include slop sink and storage shelving.
- Employee breakroom/lunchroom.

The Consultant shall provide the new building design to include the following on the second floor as specified below:

- Forest Fire Service and Forest Service units are assigned to floor with separate office spaces.
- Office spaces to include multi-workstation areas, as directed.
- Reception/waiting area with informational displays.
- Conference room (medium).
- Conference room (small).
- Training room/space (used for Forest unit and Forest Fire Safety unit).
- 2 unisex public restrooms/bathrooms with all amenities and baby changing station.
- Employee restroom, shower, and locker room with all amenities.
- Janitor's closet with door lock located near public/staff restrooms to include slop sink and storage shelving.
- Employee breakroom/lunchroom.
- Print/copy room.
- Archived records room.

The Consultant shall provide the new building design to include the additional items below as follows:

- Exterior electrical receptacles on/around building.
- Hose bibs on exterior perimeter of building.
- A secure package exterior/interior drop-off area.
- Parking spaces with Electric Voltage (EV) chargers.
- Outdoor bike rack.
- Outdoor single grilling station.
- New exterior flag poles.
- Relocate the existing or install a new radio communications tower.

3. Roofing System

The Consultant shall provide the design and specifications for a standard 'A' roofing system, maintenance accessible, for the new office building. The new roofing system shall be for review and approval by the DEP and project team.

4. Heating System/HVAC

The Consultant shall provide the Design, Construction Administration, Permitting and Bid/Award and services to research, design and install an HVAC system(s), controls, and related equipment for the new net zero carbon (all electric) Office Building. The new heating system design shall be all electric using energy-saving equipment, as specified by the Consultant.

The design documentation shall include but not limited to installing ductwork, electric, condenser, exhaust fans, electric heat pumps, air distribution grills, Variable air volume (VAVs), registers and diffusers, zoning, and all other heating, cooling and air distribution components. The Consultant shall provide the design and installation for all HVAC system and related equipment to be in a locked mechanical room within the building.

The Consultant shall include in the design documents the start-up, testing, and balancing for all installed HVAC equipment to ensure adequate fresh air is supplied to rooms and spaces per code requirements.The Consultant shall perform a load calculation to determine the HVAC equipment and accessories meets the code and building requirement of the required occupancy count. The drawings and specifications with load calculations shall be provided in the design documentation.

The Consultant shall include in the design all equipment with the necessary controls and thermostats to meet all current energy codes and standards. The design documents shall include load calculations to support the equipment, testing, and system balancing for all installed equipment and components.

The Consultant shall, during the survey phase of its work, use its discretion and experience to determine whether HVAC System Testing and Balancing is needed in order to properly assess the function of the existing HVAC System. Such HVAC System Testing and Balancing shall be performed by a qualified firm. It is not required that such firm be pre-qualified with DPMC, however a NJ Business Registration Certificate will be required. The Consultant shall further ensure that any testing and balancing is performed in accordance with the current Association Air Balancing Council Standards or other State approved associations. Any system tests shall be observed and approved by the DPMC Project Manager and Code Group and a copy of the certified report and certification referred to above is to be provided to the DPMC Project Manager. The system shall be maintained by the maintenance personnel in accordance with the report data and operating manuals provided by the Contractor.

All new and replaced systems and related equipment shall be environmentally safe and approved by the DEP project team and facility staff prior to installation as well as by all other official authorities concerned as per all applicable codes.

This Scope of this project also includes the design and installation of an emergency generator to run required building systems as necessary and specified by the Consultant.

5. Plumbing System

The Consultant shall evaluate and provide the design and specifications for the new office building's complete plumbing system. The design shall include all energy-saving equipment with all plumbing and related piping components included in the design. Separate riser diagrams shall be shown for fuel oil, gas service, sanitary drain and vent system.

The Consultant shall include the location for all plumbing equipment and associated piping. Separate riser diagrams shall be shown for sanitary drain and vent system, hot and cold-water distribution system, and storm drainage system. Equipment connections shall be identified on all schematic and riser diagrams. A fixture schedule shall be included in the drawings listing each fixture, description, trap & vent sizes, values, hot and cold-water connection pipe sizes, and space location.

Plumbing, piping and related components shall be of copper lines with appropriate insulation, as necessary.

6. Electrical System & Lighting

The Consultant shall provide the design and specifications for the building's electrical distribution system. The Consultant shall ensure the new electrical distribution system design shall be energy efficient and follow all applicable codes and standards. The Consultant shall include all load calculations required for the new building.

Electrical drawings shall include all supply service equipment, heating, lighting, power, communications, low voltage drops, radio communications tower, any specialized systems. The Consultant shall include schematic drawings of the design for the new electric distribution system indicating all components including, but not limited to, panels, subpanels, breakers, switch gear, transformers, meters, and lines. Riser diagrams, showing service equipment, feeders and panels, branch circuits must be shown. Wire sizes, switch and panel schedules shall be provided. The location, capacity, space requirements of all major items or equipment must be indicated.

The Consultant shall provide the design to include the building's lightning protection system and lightning arrest equipment, as necessary.

The Consultant shall evaluate and provide the design and specifications for electric vehicle (EV) charging stations, EV charging station equipment, and all related switchgear.

The Consultant shall provide the design for lighting indicating typical lighting arrangements, LED lighting throughout, types of fixtures, proposed light intensities, emergencies and egress lighting. All lighting and lighting equipment specified shall be energy efficient and have occupancy sensors where applicable.

The site lighting fixtures shall meet current code requirements and support the proposed design and operational needs with identifying any deficiencies or electrical upgrades necessary to ensure safety, reliability, and compliance.

The Consultant shall include in the design documentation coordination with the electrical utility company representatives as required for all electric service installation.

7. Fire Detection/Fire Suppression System

The Consultant shall evaluate and provide the design and specifications for the new office building fire alarm and fire protection system meeting all required codes and standards.

The design documents shall include a fire suppression system meeting the required code for the new office building. The Consultant shall provide the fire suppression system/sprinkler shop drawings to DPMC's Plan Review Unit for approval prior to fabrication and installation of the systems. The Consultant shall provide the fire suppression system design to include, but not be limited to, showing the layout and sizes of the sprinkler piping and locations of all sprinkler heads on the floor plans of the building.

The Consultant shall conduct a water flow test to determine the water pressure and flow for the proposed fire suppression system. The Consultant shall provide a design for the fire pumps if the existing water pressure is not sufficient for the design requirements. The water flow test shall be witnessed by DPMC's Plan Review Unit and the results/report shall be submitted to the DPMC Plan Review Unit before the submission of the design drawings.

Include in the construction documents the requirement for the fire suppression system to be tested after installation and completed, as determined by the Consultant/Contractor. Signed and sealed hydraulic calculations, and water pressure data for the fire suppression sprinkler system shall be submitted to the DPMC Plan Review Unit.

8. Radio Communications Tower

The Consultant shall provide the Design, Construction Administration, Permitting and Bid/Award services conduct an evaluation to use improve the existing radio communication tower or to install a new radio communication tower and related equipment of similar kind at the

new building's location with a new concrete pad. The Consultant shall evaluate and provide the design and specifications for the lightening protection and arrester equipment required for the radio tower.

The Consultant shall document the location and layout of the radio communication tower components. The Consultant, with the approval of the Department of Environmental Protection, shall review and determine if any replaced equipment is to be decommissioned, salvaged, repurposed, or require any abandon-in-place. The design documents shall include for the safe removal and disposal of the existing radio communication tower's concrete pad.

All coordination with the relocation of the existing or the new installation of the radio communication tower shall be provided by the Consultant. All switchgear, related equipment, and wiring requirements for the radio communication tower shall be provided in the design documentation. All load calculations shall be provided.

The Design Consultant shall identify the areas of the site that will be impacted by the construction work.

9. Generator and UPS System

The Consultant shall evaluate and provide the design and installation of a new emergency generator, related switchgear, and equipment for the new office building to power the required building's systems and agency's operations, as necessary. The design documents shall include all necessary related switchgear and equipment at this facility. The Consultant shall determine the new generator classifications, power, capacity, size, and fuel type according to the load requirements based on the building systems and facility operations.

The emergency generator shall be of a separate dual output breaker design as required by code and standards.

The Consultant shall provide the design and specifications to include an emergency generator's UPS system(s) to support the critical loads and operations of the facility and ensure that any building operation and/or system is not disrupted by the 10 second delay when switching over to generator power. The UPS systems shall be sized per the load requirements plus a safety factor with a 72-hour fuel supply tank to ensure the required building systems and agency's operations are not disrupted.

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 system status panel shall have an appropriate audio/visual alarm to alert operators of potential problems and shall be tied to all appropriate remote panels. The design documents shall include detailed test requirements of the generator's equipment and systems.

The Consultant shall survey suggested locations, provide recommendations, and identify requirements, such as structural calculations for the new generator's concrete pad, as necessary.

The Consultant shall determine and identify all required permits and meet all codes and standards for the installation and operation of the emergency generator.

10. Contractor Staging Area

The Consultant shall provide the design documents to include a staging area approved by the Project Team indicating the location where the contractor can store debris, materials, tools, and equipment. If a dumpster is required, the location shall be shown on the site plan in an area approved by the Client Agency, and the frequency of debris removal shall be identified in the design specifications.

11. Fencing

All fencing required around the construction site or elements of the site such as construction materials, buildings, equipment, etc. shall be identified on the design drawings where appropriate.

12. Site Restoration

The Consultant shall include in the design documents Agency approved site restoration work required as necessary including roadways, driveways, parking lots, sidewalks, line striping, and lawn areas.

13. Special Sequencing

The Consultant shall include in the contract documents special sequencing of work for the new building, if necessary, to be coordinated with the Client Agency. Any temporary functional requirements of the new facility shall be coordinated with the Client Agency. Items also to be considered should include, but not be limited to safety/security requirements, pedestrian and vehicle traffic flow, weather and/or seasonal concerns, and shut down of any functions or services.

B. ENVIRONMENTAL ASSESSMENT

The Design Consultant shall provide the required documentation for the site to the Department of Environmental Protection for approval as early in this project planning and design process as possible.

Executive Order 215:
Projects with construction costs in excess of $1 million shall be subject to the preparation of an Environmental Assessment according to the guidelines of Executive Order No. 215.

C. WATER WELL SUPPLY

1. Design Concept

The Consultant shall evaluate and provide the design and specifications to construct a potable water supply well, associated equipment, and piping at the new office building's location.

The Consultant shall prepare a comprehensive plan for the development of the potable water supply well to be submitted with the Program Phase submittal. The plan shall include, but not be limited to, a geophysical survey of recommended well locations, test well drilling plan, water quality testing requirements, water flow testing requirements, areas of influence, aquifer and identification of all required permits and special requirements. The Consultant is expected to coordinate with the NJ Department of Environmental Protection and the NJ Pinelands Commission.

The design and specifications of the well shall be in accordance with N.J.A.C. 7:9D as it applies to Category 1 potable water supply well. The Consultant shall identify all required permits and special requirements.

All design, specifications, and construction to the site shall meet the State Historic Preservation Office (SHPO) Approval per Section 106 of the National Historic Preservation Act (NHPA).

2. Test Well

Upon approval of the Program Phase submittal, the Consultant shall employ the services of a licensed well drilling firm to install the test well as per the Category 1 potable water supply well specifications. Upon completion of the test wells, the Consultant shall employ the services of a certified testing laboratory to conduct the required water testing and submit the required reporting.

The well drilling firm selected by the Consultant to install the test wells described above shall estimate all of the costs associated with the work and submit that amount to the Consultant prior to the proposed due date.

The Consultant shall enter the amount submitted by the well drilling firm on the fee proposal line item entitled **"Well Drilling Allowance"** and 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 cost per foot drilled.

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

3. Production Well

The Consultant shall design the conversion of the test well to production well and obtain all necessary NJDEP permits including a **Water Allocation Permit.**

Once the test well is installed, the Consultant shall prepare and submit a separate application for a "permit to construct" this well as a public community supply well which will include pump test data and raw water quality results from the well (well driller will also need to apply to change the use designation of the well from "test" to "public community" during this phase).

All of the requirements for this application are included in N.J.A.C. 7:10-1 et seq. Once this permit is approved and the work is completed, a NJDEP engineer will conduct an inspection and the next phase may begin with the Consultant preparing and submitting an application for a "permit to operate". Depending on the raw water quality data, additional water treatment may be required prior to receiving approval to operate the well. Actual requirements will be provided to the Consultant as part of the permitting process.

4. Pumps and Piping

The Consultant shall provide the design and specifications for the pump, water pressure tank, controller, controllers, and all associated piping from the well to the building's potable water distribution system. This includes but is not limited to all piping, valves, meters, controls, alarms, etc.

The new pump and tank shall be designed to handle the sustainable flow of the well as documented in the **Well Driller Firm's report** provided to the Consultant. The tank shall be sized only for the building's potable water needs. The pressure flow from the pump shall be accounted for when designing this system. The water well and pump-related equipment are to be installed at an Agency approved location determined by the Consultant.

5. Water Treatment

The Consultant shall investigate the need for water treatment. If water treatment is needed, the Consultant shall specify a suitable system for providing such treatment.

6. Power

The Consultant shall provide the load calculations for adding the pump to the building's electric supply.

7. Well Decommissioning

The Consultant shall include in the construction documents plans and specifications for the closure of the existing well onsite. The well shall be decommissioned in accordance with NJDEP rules and regulations including but not limited to the design and specifications for disconnecting, cutting, capping, and/or abandon-in-place all water piping from the existing building's water well supply system.

All required permits shall be completed and submitted by the Consultant to the authorities having jurisdiction prior to decommissioning operations.

A Certification of abandonment shall be signed, sealed, dated and filed with the Bureau of Water Allocation. Certification in accordance with NJAC 5:23–2.17(b) shall be submitted to the DPMC Code Review as a prior approval before a permit can be issued. General requirements for decommissioning shall be in accordance with NJAC 7:9D-3.1. All fees required by the abandonment and decommissioning operations shall be determined by and covered within the Contractor's bid.

D. SEPTIC SYSTEM REPLACEMENT

1. General

The Consultant shall provide the Design, Construction Administration, Permitting and Bid/ Award services to evaluate and upgrade the existing septic system or to install a new septic system at the new building's location. See **Exhibit 'C'** for photos.

The Consultant shall document the location and layout of the septic system, all related components and the conditions of the disposal bed. The Consultant, along with the approval of the DEP shall review and determine if any replaced equipment is to be decommissioned, salvaged, repurposed, or require any abandon-in-place.

The Design Consultant shall identify the areas of the site that will be impacted by the construction work.

2. New Septic System Design

The Consultant shall provide a fully engineered and code approved design of a complete septic

system. The design shall include, but not be limited to, a scaled layout of the new septic system and all related system components, pumps, piping, and disposal beds, tanks and associated parts.

The complete septic system design shall be based upon user load and demand, location, depth, tank size and capacity, material strength & material lifespan, tank maintenance, septic disposal and solid breakdown, filtering treatments, purification processes, ground water tables, inlet and outlet source piping layout and tie-in locations if any.

Any updated environmental screening of topography, geology, soils, surface water and ground water shall be specified in the design documents. Soil suitability testing shall be performed if necessary to estimate depth to groundwater.

All design documents, drawings and specifications are to indicate the septic system type, model and name of the system. The design shall specify at least three (3) manufacturers of each equipment type and any components proposed.

The Consultant shall ensure all new septic system designs follow any applicable codes and standards. The new septic system design shall comply with the State Historic Preservation Office, DEP, and the Pinelands Commission.

3. Septic System Removal

The Consultant shall evaluate for the demolition and safe removal of the existing septic system, if necessary, and the existing septic tank shall be identified and legally disposed of offsite and at an approved landfill verified and documented by the Consultant.

The Consultant shall provide in the design documents any necessary shoring and/or trenching required for any removal of below grade equipment. The design documents shall provide the necessary equipment required for the removal of any equipment.

All required permits shall be completed and submitted by the Consultant to the authorities having jurisdiction prior to decommissioning operations

E. SITE WORK

1. Parking Lot & Roadways

The Consultant shall provide the design and construction documents for paving and parking lots as needed and based on budgetary considerations. Consultant shall, as part of the Program Phase, evaluate and estimate the cost of each proposed item and provide a written report to the Project Team. The facility parking lot design or improvements shall be coordinated with the DEP and the project team at the initial design stages.

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

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

2. Sidewalks

The Consultant shall evaluate the path of travel, and any areas requiring access (i.e., new parking areas, etc.). Construction documents shall include concrete sidewalks from the parking lot(s) to new buildings and other areas of the site requiring pedestrian or staff access.

The Consultant shall incorporate in the design documents barrier free access ramps and curb cuts, wherever the barrier free path of travel is required.

3. Signage

The Consultant shall include in the construction documents the building's signage. The site signage shall include, but is not limited to, directions, information, travel paths, entrances, use restrictions, handicap parking spaces, speed restrictions, and similar directives.

The Consultant shall propose specifications for signage using a clearly visible sign from the roadway. The signage design must have enhanced visibility at night. Directional signage on property directing visitors, deliveries, material drop off, material pick-up, etc. shall be clearly delineated. The street signage shall be illuminated and of a size/shape, as determined by the DEP.

4. Site Lighting

The Consultant shall include pole mounted site lighting integrated into the architectural and landscape design for the parking areas, paths, pedestrian sidewalks, roadways, and other areas or equipment requiring proper illumination for visibility, surveillance and personnel safety. Add lighting where new parking lots, and walkways are added.

Lighting levels shall comply with approved design standards, use LED lighting where available, and sufficient to support areas of surveillance Spacing and heights of the light poles shall ensure proper coverage of the areas illuminated. Lamps shall be high efficiency type and have photocell dusk to dawn operational features.

5. Landscaping & Tree Removal Requirements

The Consultant shall provide construction documents for a landscaping plan to include, but not limited to, all required seeding, sod, shrubs, bushes, trees, and buffering with adjacent properties where required.

With the removal of trees within the proposed parking areas, the below "No Net Loss Reforestation Act" shall be adhered to if applicable:

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

F. SITE UTILITIES

1. Underground Utilities

The Consultant shall identify the size and location of all near underground utility lines. The utility lines size, location and elevation shall be shown on the design drawings for Contractor reference. The Consultant shall identify any below grade utility lines and/or conduits capped and abandoned-in-place.

2. Utility Capacities

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

3. Utility Verification Letter

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

The Consultant shall identify the extent of work to be done by the utility provider, the utility approvals required for the connection points, available rebates, meters and pit requirements, and whether there will be any fees to be paid by the Contractor to the Utility Company. All termination and/or tie-in fees required by the affected Utility Companies shall be covered by an allowance within the construction documents.

G. ADDITIONAL CONSIDERATIONS

Any grading or site improvements to address construction trailer parking for the new building and general parking (staff/visitors) shall address any grading changes and soil erosion/stormwater management compliance, as required.

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

Additional considerations are to include but not limited to phasing during construction, staff relocation, and/or existing equipment relocation to the new building.

H. PINELANDS APPROVAL

The Consultant shall complete a Pinelands application and submit to the Pinelands Commission for review and approval prior to securing UCC Permits.

I. DEMOLITION & REMOVAL

The Consultant shall provide the design for the demolition and safe removal of the existing office building that is at its end of useful life. Items to include are the plans and specifications to obtain the demolition permit for the removal of the building.

The Design Consultant shall determine the excavation depth required for the removal of any necessary underground lines and tanks including but not limited to septic, well, etc. Determine utility termination points, cap locations and/or abandoned-in-place and any related structures and/or lines.

The Consultant shall provide the design direction to clear the site in its entirety of all demolished building components, trash, and all other items not considered part of the natural environment. All items removed from the site shall be legally disposed.

The Design Consultant shall make note of any specialty construction equipment required for the demolition and safe removal of the building and any associated equipment.

The design documents shall evaluate and identify site restoration work needed from the building demolition including roadways, driveways, parking lots, sidewalks, line striping, and lawn areas.

The Contractor shall, after bid approval but prior to the issuance of the permit, review **Exhibit 'D'** and obtain any additional release letters from all utilities that provide service to the property, stating that their respective service connections and appurtenant equipment, such as meters and regulators, have been disconnected, removed, sealed, capped, or plugged in a safe manner in accordance with NJAC 5:23-2.17(a), (Demolition or removal of structures, service connections). Services shall include but not necessarily be limited to, water, electric, sewer, and communication lines.

All utilities and piping to the building to be demolished shall be disconnected, removed and capped. The Contractor shall provide a letter from the respective utility company to the

DPMC Code Review Department indicating utility service has been disconnected. This letter is required by Plan Review as a prior approval before a permit can be issued. The Consultant shall also review the option of leaving the abandoned utility lines in place for connection to any new building, or removing and disposing them. Termination fees required by the affected utility company shall be covered by an allowance within the Contractor's bid.

J. 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 **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, 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 **X.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 **X.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.B** "**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.

K. DESIGN MEETINGS & PRESENTATIONS

1. Design Meetings

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

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

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

2. Design Presentations

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

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

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

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

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

L. 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.

- DBC No. P126: Administrative & Maintenance Facilities Lebanon State Forest, 10/29/80, Kaplan, Gaunt, Desantis, Architects
- DBC No. P0778-90: HVAC Replacement-Administration Building Lebanon State Forest, 5/27/96, Anastasio & Melick Associates, Inc.

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:

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

1. NJUCC Plan Review

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

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 from a 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

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

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 the full responsibility for the planning, scheduling, and execution of project close-out activities. The A/E is responsible to cooperate 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.

XII. 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.

XIII. ALLOWANCES

A. PLAN REVIEW AND PERMIT FEE ALLOWANCE

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

1. Permits

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

2. Permit Costs

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

NOTE: The NJUCC permit is excluded since it will be paid for by the State.

3. Applications

The Consultant shall complete and submit all permit applications to the appropriate permitting authorities and the costs shall be paid from the Consultant's permit fee allowance. A copy of the

application(s) and the original permit(s) obtained by the Consultant shall be given to the DPMC Project Manager for distribution during construction.

4. Consultant Fee

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

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.B** 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.B** 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 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.B** 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.

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: Alison F. Gottlieb 1/6/2026
ALISON F. GOTTLIEB, PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 1/6/2026
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Jeffrey T Adams 1 1/7/2026
JEFFREY T. ADAMS, JR., PROJECT MANAGER DATE
DEPARTMENT OF ENVIRONMENTAL PROTECTION

SOW APPROVED BY: sukhbir singh 01/07/2026
SUKHBIR SINGH, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: for 2/10/26
JEANETTE M. BARNARD, DEPUTY DIRECTOR DATE
DIV PROPERTY MGT & CONSTRUCTION

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 deliverables checklist.

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

PROGRAM PHASE;

SCHEMATIC DESIGN PHASE;

DESIGN DEVELOPMENT PHASE;

FINAL DESIGN PHASE;

PERMIT APPLICATION PHASE;

BIDDING AND CONTRACT AWARD;

CONSTRUCTION PHASE; and

PROJECT CLOSE-OUT PHASE

XVI. EXHIBITS

A. SAMPLE PROJECT SCHEDULE FORMAT
B. PROJECT SITE LOCATION MAP
C. PHOTOS

END OF SCOPE OF WORK

Deliverables Checklist
Program Phase

A/E Name: _____

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

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

_____ _____

Consultant Signature Date

Deliverables Checklist
Schematic Design Phase

A/E Name: _____

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

DPMC Project No.: P1376-00

Deliverables Checklist
Design Development Phase

A/E Name: _____

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

DPMC Project No.: P1376-00

Deliverables Checklist
Final Design Phase

A/E Name: _____

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

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

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

_____ _____

Consultant Signature Date

Deliverables Checklist
Bidding and Contract Award Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
17.1.1.	Notice of Advertising						
17.1.2.	Bid Proposal Form						
17.1.3.	Bid Clearance Form						
17.1.4.	Drawings (6 Sets)						
17.1.5.	Specifications (6 Sets)						
17.1.6.	Construction Schedule						
17.3	Pre-Bid Conference/Mandatory Site Visit						
17.3.1.	Meeting Minutes						
17.4	Bulletins						
17.5	Post Bid Meeting						
17.6.	Contract Award "Letter of Recommendation"						
17.8.	Bid Protests - Hearings						
17.9.	Bidding and Contract Award Phase Deliverables Checklist						
S.O.W. Reference	**S.O.W. Specific Requirements**						

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

_____ _____

Consultant Signature Date

Deliverables Checklist
Construction Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
18.2.	Pre-Construction Meeting						
18.3.	Submittal Log						
18.4.	Construction Schedule						
18.5.	Project Progress Meetings						
18.7.	Contractor's Invoicing and Payment Process						
18.8.	Contractor Submittals						
18.10.	Testing						
18.11.	Shop Drawings (6 Sets)						
18.12.	As-Built & Record Set Drawings (6 Sets)						
18.13.	Change Orders						
18.14.	Construction Photographs						
18.15.	Field Observations						
18.17.	Construction Phase Deliverables Checklist						
S.O.W. Reference	**S.O.W. Specific Requirements**						

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

_____ _____

Consultant Signature Date

DPMC Project No.: P1376-00

Deliverables Checklist
Project Close-Out Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
19.3.	Development of Punch List and Inspection Reports						
19.5.	Determination of Substantial Completion						
19.6.	Correction/Completion of Punch List						
19.7.	Submission of Close-Out Documentation						
19.7.1.	As-Built and Record Sets of Drawing (6 Sets)						
19.8.	Final Payment						
19.9.1.	Contractors Final Payment						
19.9.2.	A/E's Final Payment						
19.10.	Project Close-Out Phase Deliverables Checklist						
S.O.W. Reference	**S.O.W. Specific Requirements**						

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

_____ _____

Consultant Signature Date

Typical DPMC Project - Random Selection of Design Consultant

ID	Task Name	Start	Finish	Duration
0	**Typical Project Model**	**Mon 5/19/...**	**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 Awa	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

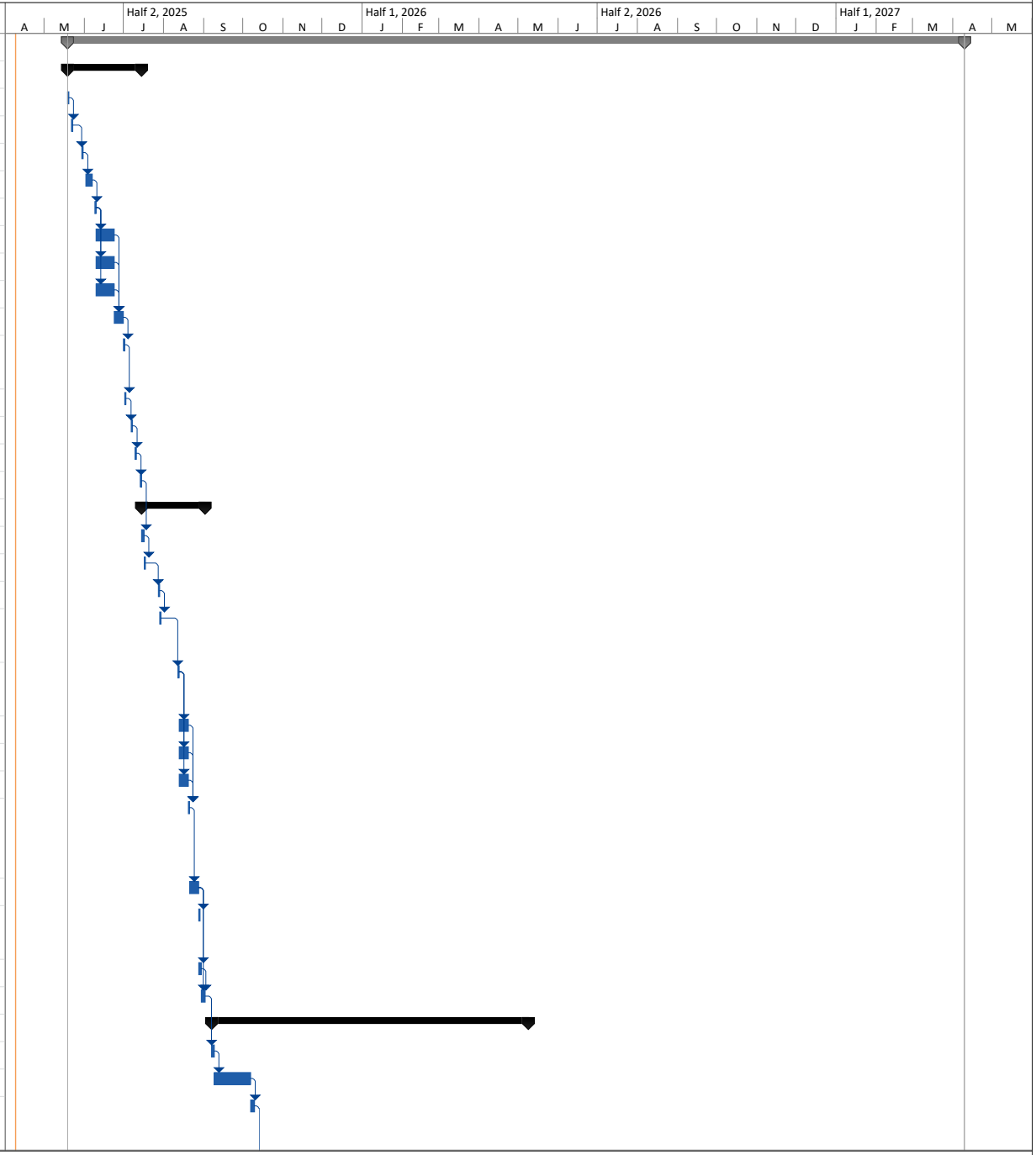


EXHIBIT 'A'

Typical DPMC Project - Random Selection of Design Consultant

ID	Task Name	Start	Finish	Duration
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	Mon 10/27/25	Wed 10/29/25	3 days
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	Wed 12/17/25	Fri 12/19/25	3 days
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 Rev	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

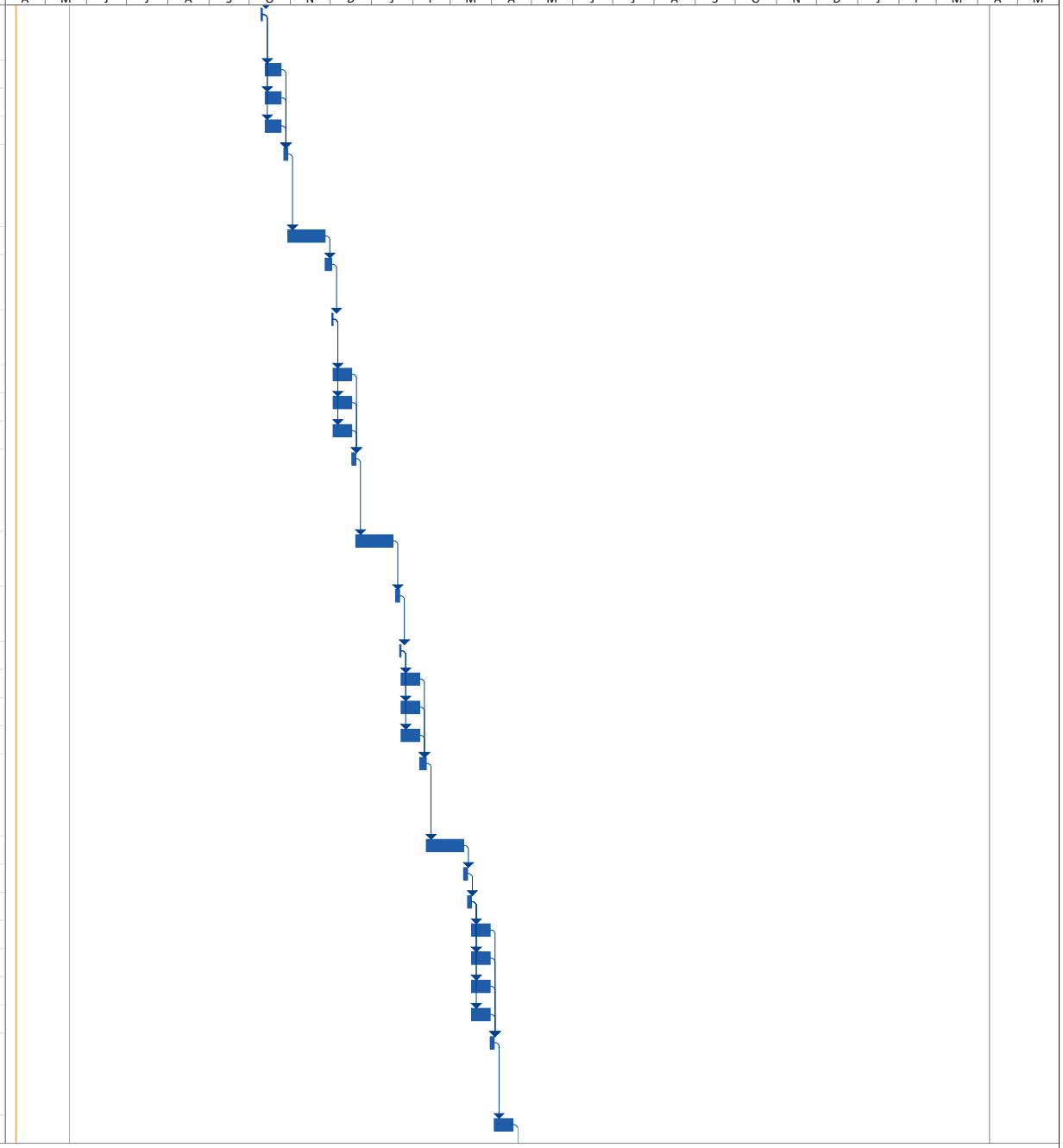


EXHIBIT 'A'

Typical DPMC Project - Random Selection of Design Consultant

ID	Task Name	Start	Finish	Duration
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

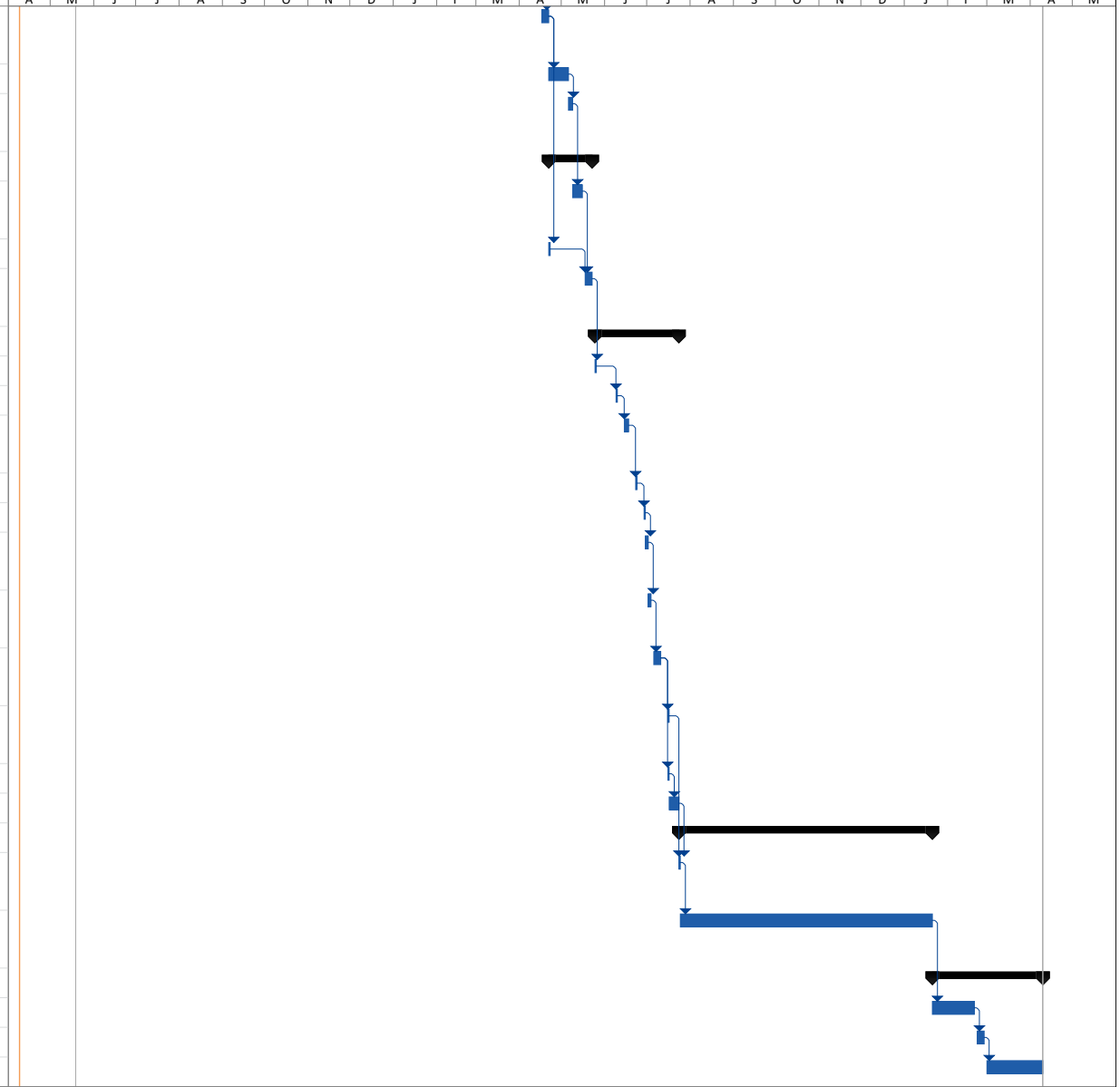
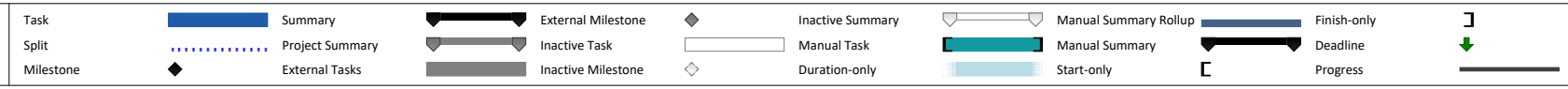


EXHIBIT 'A'

Typical DPMC Project - Random Selection of Design Consultant



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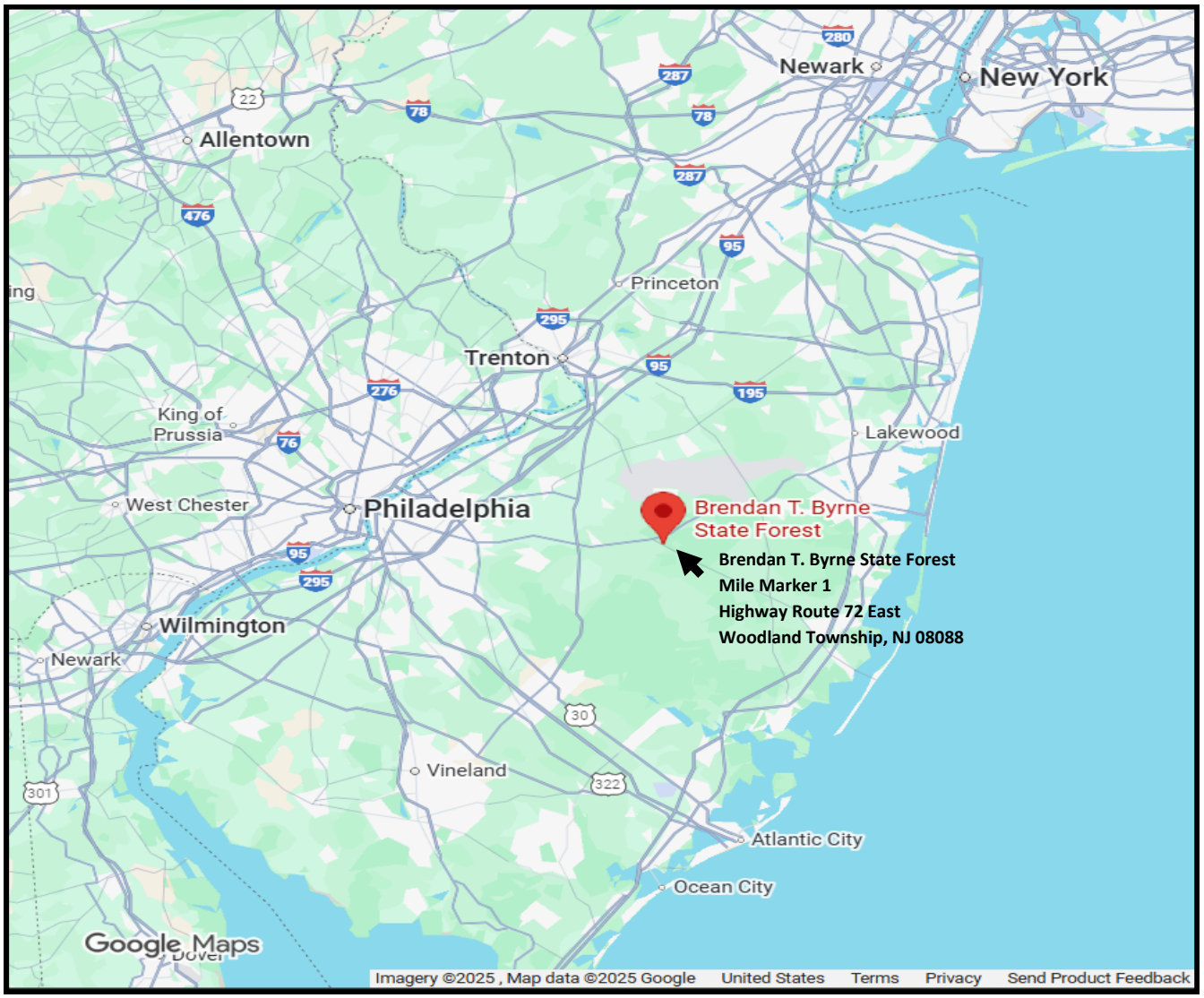
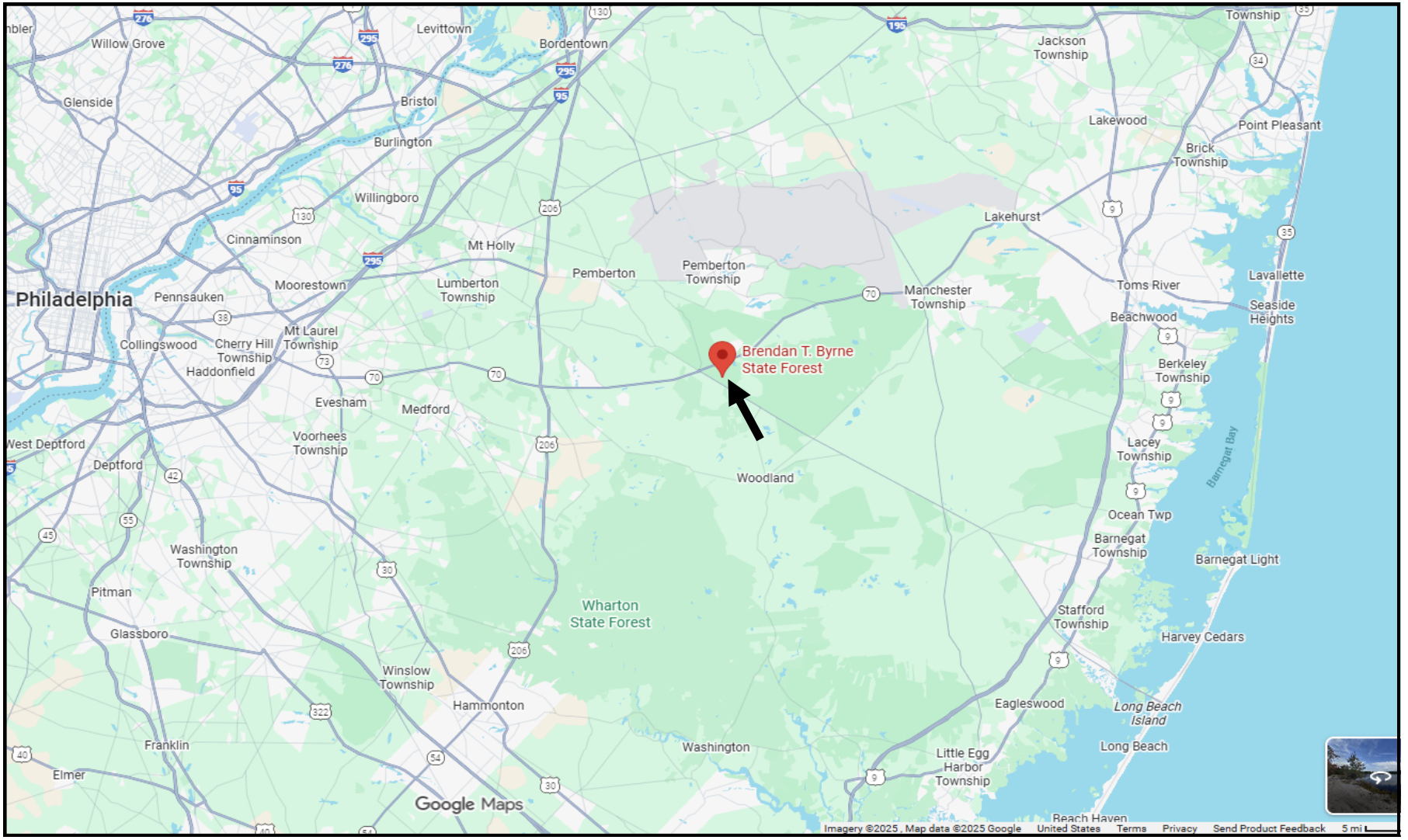


Project Site Location Map

Brendan T. Byrne State Forest

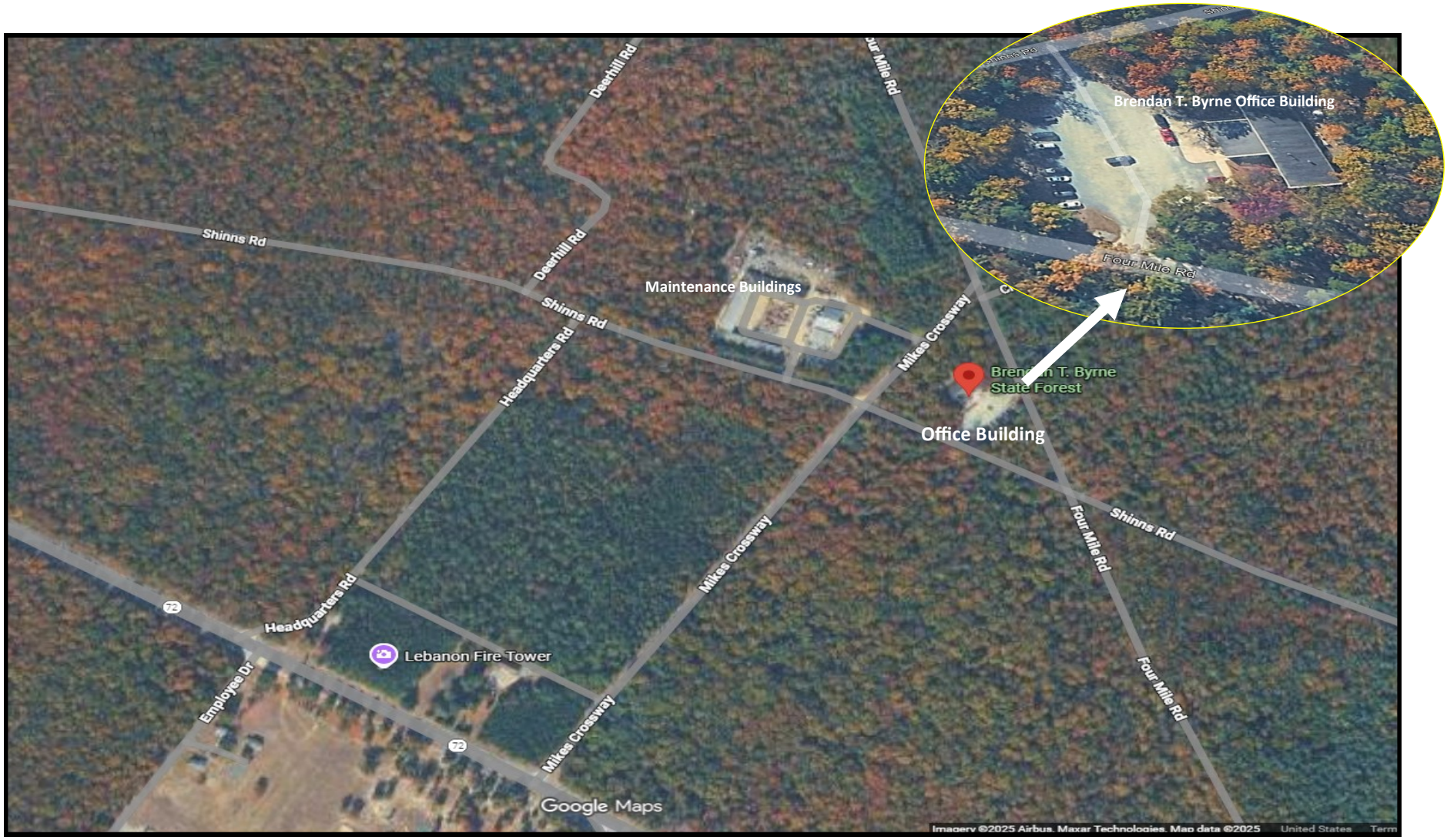
EXHIBIT 'B'



Project Location Map

Brendan T. Byrne State Forest

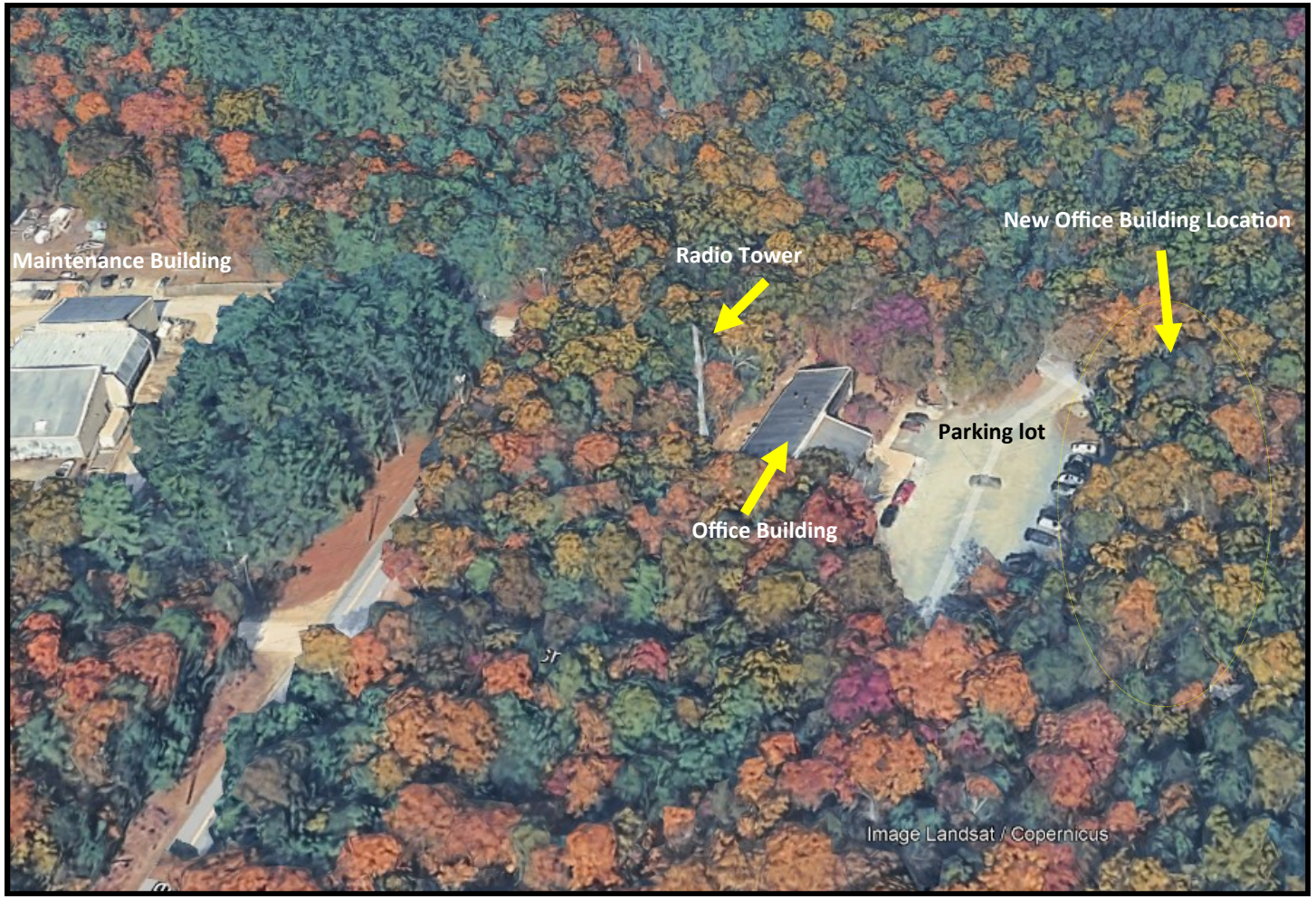
EXHIBIT 'B'



Project Site

New Office Building - Brendan T. Byrne State Forest

EXHIBIT ‘B’



Project Site

New Office Building - Brendan T. Byrne State Forest

EXHIBIT ‘B’

Office Building - front view

Photos

Brendan T. Byrne State Forest

EXHIBIT ‘C’

Office Building - front view

Photos

Brendan T. Byrne State Forest

EXHIBIT 'C'

Office Building - utilities & radio tower

Photos

Brendan T. Byrne State Forest

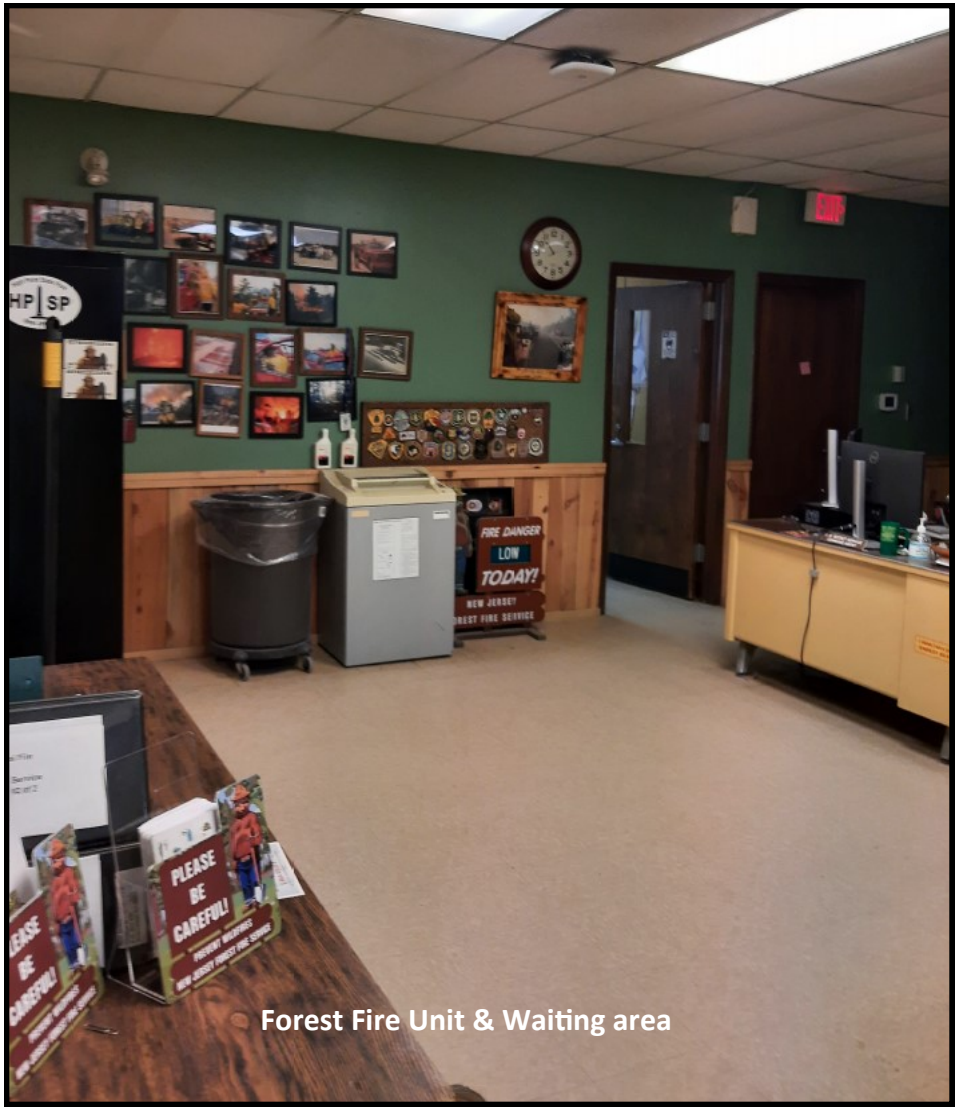
EXHIBIT ‘C’

Office Building - Interior

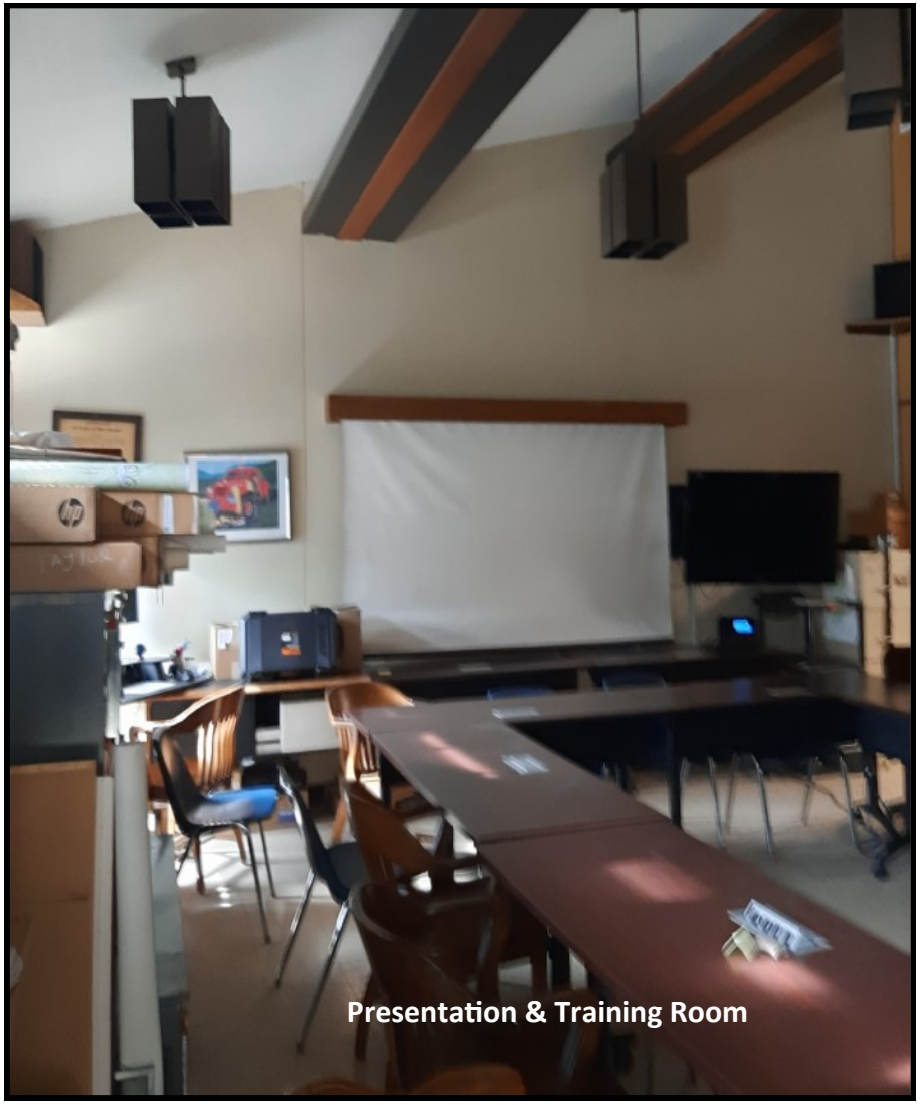
Photos

Brendan T. Byrne State Forest

EXHIBIT 'C'



Forest Fire Unit & Waiting area


Presentation & Training Room

Office Building - Interior

Photos

Brendan T. Byrne State Forest

EXHIBIT ‘C’