SCOPE OF WORK

Design Consultant Services

Juvenile Justice Commission Secure Facilities
Ewing and Winslow, N.J.

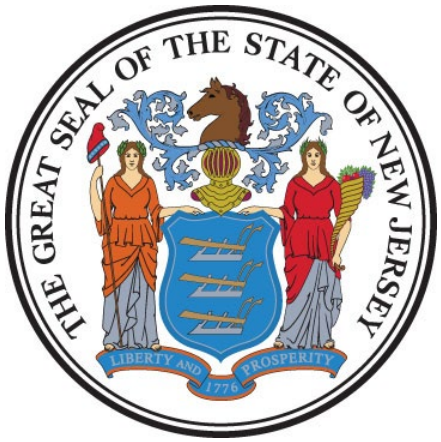
Project No. S0618-02

STATE OF NEW JERSEY

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

DEPARTMENT OF THE TREASURY

Elizabeth Maher Muoio, Treasurer



DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Christopher Chianese, Director

Date: September 1, 2022

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I. OBJECTIVE

The New Jersey Juvenile Justice Commission (JJC) is working to transform its operations to improve outcomes for the youth in its care and custody. The cornerstone of this effort is to ultimately replace existing large, congregate care secure institutions with smaller, state-of-the-art regional facilities that are closer to home, to maximize positive outcomes for youth and to maximize opportunities for family participation in the rehabilitative process. The new facilities should represent best practices in terms of design features that simultaneously enhance the safety of staff and youth while fostering the delivery of rehabilitative and therapeutic services in a normative, developmentally appropriate environment that feels non-institutional.

The objective of this project is to construct two (2) secure facilities for the New Jersey Juvenile Justice Commission based on a Prototype/Model Youth Justice Facility developed by CGL that helps the NJJJC achieve this vision. The prototype/model facility shall accommodate 48 youthful offenders at each site.

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**
- **P010 Fire Protection Engineering**
- **P025 Estimating/Cost Analysis**

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

III. PROJECT BUDGET

A. CONSTRUCTION COST ESTIMATE (CCE)

The initial Construction Cost Estimate (CCE) for this project is $94,867,398.

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

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

B. CURRENT WORKING ESTIMATE (CWE)

The Current Working Estimate (CWE) for this project is $139,524,049.

"Current Working Estimate" or "CWE" includes the construction cost estimate or CCE plus the costs of permits and related permitting services, acquisition of land, furnishings, contingencies, Design Consultant fees/deliverables, CMF fees/deliverables, other Design Consultant fees/deliverables, and administrative fees, financing costs, and any other similar types of costs. The CCE shall be prepared by the Design Consultant in accordance with the Scope of Work and/or Agreement, and shall be continually updated by the Design Consultant as set forth in the Scope of Work and/or Agreement. The CWE is the Using Agency's financial budget based on this project Scope of Work and shall not be exceeded during the design and construction phases of the project unless DPMC approves the change in Scope of Work through a Contract amendment.

C. CONSULTANT'S FEES

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

IV. PROJECT SCHEDULE

A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE

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

PROJECT PHASE	ESTIMATED DURATION (Calendar Days)
1. Site Access Approvals & Schedule Design Kick-off Meeting	**14**
2. Schematic Design Phase 25% (Minimum)	**56**
• *Project Team & DPMC Plan/Code Unit Review & Comment*	14
3. Design Development Phase 50% (Minimum)	**56**
• *Project Team & DPMC Plan/Code Unit Review & Comment*	14
4. Final Design Phase 100%	**56**
• *Project Team & DPMC Plan/Code Unit Review & Approval*	14
5. Final Design Re-Submission to Address Comments	**7**
• *Project Team & DPMC Plan/Code Unit Review & Approval*	14
6. DCA Submission Plan Review	**30**
7. Permit Application Phase	**30**
• *Issue Plan Release*	
8. Bid Phase	**42**
9. Award Phase	**60**
10. Construction Phase	**730**

The two (2) project sites shall be designed, bid and constructed within Thirty-Nine (39) months from the "Notice to Proceed" (NTP) date from DPMC to the Design Consultant.

B. CONSULTANT'S PROPOSED DESIGN & CONSTRUCTION SCHEDULE

1. Schedule Format:

The Design Consultant shall submit a project design and construction bar chart schedule with their technical proposal that is similar in format and detail to the schedule depicted in **Exhibit 'A'**. The bar chart schedule developed by the Design Consultant shall reflect concurrent design and construction activities required for each site, and shall indicate special phasing, sequencing, and activities that may be performed consecutively to meet the total project duration.

The schedule shall identify the recommended project phases, phase activities, activity durations, and completion date for the single bid package. The schedule shall address issues such environmental site assessments and any site development work.

2. Multiple Site Bid Packages:

The Design Consultant shall prepare individual bid packages, so that the preconstruction phase (design phase, permit, bid, award) and the construction phase for each site will have the same the project durations.

The Design Consultant shall acknowledge that they will be required to provide and coordinate services for such as the preparation of the design documents, permit submissions, bidding and award services, construction administration job meetings, inspections, close-out activities, etc. All costs associated with this work shall be estimated by the Design Consultant and the amount included in the base bid of their fee proposal. See Section XIV within this scope of work for a detailed list of Contract Deliverables for this project.

3. Close-Out:

The Design Consultant shall estimate the duration of the project Close-Out Phase based on the anticipated time required to complete each deliverable identified in Section XIV within this scope of work.

4. Construction Progress Schedule:

The latest edition of the DPMC Instructions to Bidders and General Conditions entitled, "Article 6, Construction Progress Schedule" and shall include the Critical Path Method (CPM), if determined necessary by the DPMC/NJBA Project Manager. The Design Consultant must review this progress schedule and recommend approval/disapproval to the DPMC/NJBA Project Manager until a satisfactory version is approved by the DPMC/NJBA Project Manager. The

DPMC/NJBA Project Manager must approve the baseline schedule prior to the start of construction.

The Design Consultant must note in Division 1 of its specification that any delays in the start of the construction work due to the State returning the progress schedule baseline submittals as not meeting the contract requirements shall be against the Contractor until the date of acceptance by the State of the baseline schedule submittal by the General Contractor.

The construction progress schedule shall be reviewed, approved, and updated by the Contractor, Design Consultant, and DPMC/NJBA Project Manager at each regularly scheduled construction job meeting and the Design Consultant shall note the date and trade(s) responsible for project delays (as applicable).

V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The location of the project site is:

- Central-New Jersey Site: Ashley Avenue & Esther Avenue (off of Lower Ferry Road), Ewing NJ and
- South-New Jersey Site: Woodland Drive and Spring Garden Road, Winslow Township NJ.

See **Exhibit 'B'** and **'C'** for the project site location maps.

B. PROJECT TEAM MEMBER DIRECTORY

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

1. DPMC Representative:

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

2. New Jersey Building Authority Representatives:

Name: Vincent Campanella, Chief of Construction
Address: New Jersey Building Authority
50 West State Street, 2nd floor
Trenton, NJ 08608-1206
Phone No: (609) 943-4830
E-Mail No: vincent.campanella@treas.nj.gov

Name: Phil Johnson, Sr. Project Manager
Address: New Jersey Building Authority
50 West State Street, 2nd floor
Trenton, NJ 08608-1206
Phone No: (609) 943-4830
E-Mail No: phillip.johnson@treas.nj.gov

3. JJC Representative:

Name: Roy Hambrecht, Chief Administrative Officer
Address: Juvenile Justice Commission
Department of Law & Public Safety
1001 Spruce Street (Suite 202)
Ewing, New Jersey 08625
Phone No: 609-376-0660, Cell 609-313-7915
E-Mail No: Roy.Hambrecht@jjc.nj.gov

Name: Thomas Guerriero, Construction Management Specialist 2
Address: Juvenile Justice Commission
Facilities and Capital Planning Unit
P.O. Box 107
1001 Spruce Street
Trenton, New Jersey 08625
Phone No: 609-376-0680, Cell 609-209-6515
E-Mail No: thomas.guerriero@jjc.nj.gov

Name: Jeff Jenei, Manager
Address: Youth Justice Facility Monitoring Unit
PREA Coordinator
NJ Juvenile Justice Commission
1001 Spruce Street
Suite 202, P.O. Box 107
Trenton, New Jersey 08625-0107
Phone No: 609-633-8669, Cell 203-8204
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VI. PROJECT DEFINITION

A. BACKGROUND

The New Jersey Juvenile Justice Commission (JJC) is working to transform its operations to improve outcomes for the youth in its care and custody. The cornerstone of this effort is to ultimately replace existing large, congregate care secure institutions with smaller, state-of-the-art regional facilities that are closer to home, to maximize opportunities for family participation in the rehabilitative process.

Specifically, the JJC plans to close the New Jersey Training School for Boys in Monroe Township. The size, design, and age of this 150-year-old facility make it difficult to operate in a safe, therapeutic, and cost-effective manner. The JJC also plans to close the Juvenile Female Secure Care and Intake Facility in Bordentown. These facilities will close once the new regional facilities are built and occupant ready.

The JJC intends to replace these institutions with three smaller, state-of-the-art youth rehabilitation centers. The new facilities should represent best practice in terms of design features that simultaneously enhance the safety of staff and youth while fostering the delivery of therapeutic services in a normative, developmentally appropriate environment that feels noninstitutional.

Two locations have been selected: one in Ewing Township (central) and one in Winslow Township (southern) on the grounds of the Ancora Psychiatric Hospital. A northern location has not been selected. This project will focus on the two selected locations.

B. FUNCTIONAL DESCRIPTION OF THE SITES

A prototype/model facility has been developed by CGL. The prototype/model facility will accommodate forty-eight (48) youthful offenders. The prototype/model secure facility plan shall be site adapted to each of two (2) sites located Ewing and Winslow, New Jersey. See **Exhibit 'D'** for the Final Draft Report from CGL.

Two (2) facilities are to be constructed, at one (1) Central New Jersey site in Ewing Township and at one (1) South New Jersey site in Winslow Township, both on State-owned property. The approximate square footage of each facility is in the range of **fifty-four thousand gross square feet (54,00GSF**). DPMC will advertise and award a single contract to a Design Consultant for the two (2) sites; the Design Consultant shall provide concurrent design and construction phase services with duplicate or the same design and construction periods for the two (2) sites. The Design Consultant shall prepare two (2) individual bid packages, one (1) for each site. DPMC will advertise and award a single contract to a Construction Management Firm for the two (2) sites; the Construction Management Firm shall provide concurrent services with duplicate or the

same design and construction periods on the two (2) sites. DPMC will concurrently advertise and award two (2) "Single Bid" (Lump Sum All Trades) contracts; each project site will receive the same notice to proceed date from DPMC. Contractors will commence and perform concurrent construction activity with the duplicate construction phase/close-out periods on the two (2) sites.

Mott MacDonald performed a preliminary assessment and site utility investigation and provided environmental and geotechnical recommendations for each site at Ewing and Winslow. All eight (8) reports by Mott MacDonald will be provided to the Consultant. Refer to page 35, paragraph P, sub-paragraph 4, Existing Documentation.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. DESIGN REQUIREMENTS

The Design Consultant shall review CGL's Juvenile Justice Commission Prototype/Model Youth Justice Facility Final Draft document dated December 6, 2019 and provide Design, Construction Administration, Permitting and Bid/Award services to construct secure facilities at the Ewing Township and Winslow Township sites as identified in this scope of work. Although one (1) prototype program and concept diagram has been provided to NJJJC, the Design Consultant shall site adapt the prototype program and concept diagram to both the Ewing and Winslow sites as part of this scope of work.

No alterations and/or deletions may be made to the final prototype program and concept diagram without prior review and approval by the NJJJC and other project team members

Other information provided in the following design sections of this Scope of Work is intended to clarify and/or supplement that information for use in preparing the final design and construction documents.

B. ENVIRONMENTAL SITE ASSESSMENT

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

The Design Consultant shall provide the required ESA documentation for the two (2) sites to the Department of Environmental Protection for approval as early in this project planning and design process as possible. It is expected that the following permits and approvals will be required for the two (2) sites.

- Informational courtesy review of the site plan by the appropriate Local representatives.
- Review and approval by the NJ DCA.
- NJDEP Land Use Regulation Program (LURP).
- NJDEP Stream Encroachment Permit.
- Local Soil Conservation District Certification.
- Delaware and Raritan Canal Commission.

C. SITE HARDSCAPE

1. Parking Lots & Roadways:

Parking lot and roadway surfaces shall be bituminous concrete and shall have appropriate stripping, signage and lighting. Appropriate curbing shall be provided along the edge of all new roadways and around the perimeter and islands of the parking lots where required. All roads shall address the required turning radius for all vehicle types that will access the facility. All grading shall provide appropriate slopes for storm water runoff to inlets tied into the existing site drainage system.

2. Pavements:

Concrete pavements shall be included from the parking lot(s) to all facility buildings and other areas of the site requiring pedestrian access. Ensure all pavements are handicap accessible and have appropriate lighting where required.

3. Signage:

Provide all appropriate Client Agency approved site signage including, but not limited to: speed, directional, handicap, informational, security, parking, etc.

4. Site Lighting:

Provide all required LED site lighting either pole or building mounted ensuring the proper illumination for visibility, surveillance and personnel safety. Lighting levels and coverage shall comply with approved design standards. Lamps shall be high efficiency type and have photocell dusk to dawn operational features.

Circuit wiring diagrams shall be provided that will identify the electrical connection of the light fixture to the power source inside the building. Tie-in to the panel, panel schedules, circuit breakers, grounding details, electrical riser diagram shall be provided.

D. SITE LANDSCAPE

1. Landscaping:

Clearing of some existing vegetation for construction will be unavoidable. All mature vegetation must be protected in areas proposed to remain in their natural state. A comprehensive landscaping plan, which includes vegetated berms, shall be included to supplement the existing onsite vegetation.

Provide a design for all required site seeding, sod, plantings, landscaping, and buffering with adjacent properties where required.

2. NJ No Net Loss Reforestation Act:

The proposed locations of these buildings, parking lots, roads, detention basins, etc. 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) 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 Design Consultant shall address the No Net Loss Reforestation Act in the design documents of this project where appropriate.

3. Grading:

All soil removed from the construction areas shall be temporarily stored at an approved location and stabilized/hydroseeded until used for final grading.

E. SITE GEOTECHNICAL

1. Soils:

Investigate the soils at each NJJJC location to determine the soil classification and engineering properties such as the bearing capacity, settlement values, allowable bearing pressures, etc. From this data, provide a suitable design for each building foundation.

All soil boring data obtained shall be included in the bid documents for the Contractor's reference.

2. Water Table:

Identify the elevations of the ground and seasonal water tables for the construction site and how they will impact the dewatering requirements for excavated trenches and pits, and the design for

each building foundation, underground utilities, parking lot, etc. Provide a design to prevent water infiltration into the buildings if required.

3. Drainage:

Provide a design to clean all debris and sediment from the existing storm drainage system and replace or repair those components depending on their condition. Add additional site drainage as appropriate to prevent erosion, pavement undermining, and ponding at each site.

4. Stormwater:

Stormwater management calculations shall be prepared for each site to demonstrate that the post-development peak rate of runoff for the 2, 10, and 100 year storm events are less or more that the pre construction peak rate runoff for the same storm events.

Provide a detailed stormwater management design, with detention, infiltration, and water quality measures incorporated if required. Stormwater management measures for water quality for the project shall meet the requirements of (7:8-5.5 Stormwater Runoff Quality Standards adopted on February 2, 2004).

Existing stormwater drainage infrastructure is to be maintained and new inlets provided for drainage connections to the existing systems where required.

Upgrading of any existing detention facilities and the construction of additional detention basins may be required to handle the increase in impervious coverage and the associated stormwater runoff. The detention basins must also be designed to meet current water quality standards. Handling of stormwater in the new construction areas shall conform to the current NJDEP Best Management Practices Manual.

Investigate the topography of the site and requirements for grading to convey sheet flow drainage away from the Agency buildings. Provide a design to prevent water infiltration into the building such as grading, retaining walls, drainage swales, storm drains, catch basins, drainage piping, sump pumps, waterproofing, etc. where required.

Provide adequate curbing to prevent soil erosion of the property and deterioration of the paved surfaces where required.

5. Soils Contamination:

Conduct tests of the construction site soils before and after the building demolition to determine if there are traces of contamination. All costs shall be included in the base bid of the fee proposal. If found, describe the Contractor’s requirements for removal of the contaminated soils and disposal in an appropriate landfill.

F. SITE SURVEYS

1. Existing Documentation:

Refer to below paragraph Q. Project Commencement, 4. Existing Documentation.

2. Site Survey:

Obtain all field measurements and record all data necessary to provide an accurate site survey of each NJJJC facility. Items shall include, but not limited to the buildings, streets, site roadways, sidewalks, streams, curbing, parking lots and islands, storm drainage inlets, utility manhole covers, fences, trees, rock formations, site lighting, signage, and other relevant physical landscape feature.

3. Site Survey Drawing:

Provide a scaled survey drawing that depicts the dimensioned locations of all site improvements. Identify the property boundary lines on the drawing. Include adjoining highways and streets outside the property lines where appropriate for ingress and egress information.

All site features shall have bearing measurements shown on the drawing to the nearest second and their distances to the nearest hundredth of a foot. Note a baseline on the survey drawing that is to be set in the field with ties to at least three fixed references

4. Topographic Survey:

Obtain all field measurements and record all data necessary to provide an accurate topographic survey of each NJJJC facility. Surface features shall include, but not be limited to the public streets, alleys, roadways, parking lot surface area, sidewalks and curbing, utility rims, and other appropriate objects.

5. Topographic Survey Drawing:

Provide a topographic survey drawing that depicts the location and elevation of the existing and new surface features of the construction site. Contours shall be accurately plotted to an acceptable scale and labeled with spot elevations at high, low, and critical points.

Cross sections of the proposed new foundations, entrance and exit roadways, internal roadways and parking lots, curbing, sidewalks, etc. shall be included that indicates the ground elevations along their profiles and relationships to existing site grades and DOT roadways.

Property lines shall be indicated within the construction site, and base lines or random traverse points shall be tied to the existing structures where appropriate. Show datum, benchmark, and north arrow in relation to the property lines. Benchmarks must be well defined and described.

Legends and symbols for various topographic features must be clearly indicated on the drawing(s). All horizontal control shall be on the New Jersey State Plane Coordinate System and vertical datum shall be the National Geodetic Vertical Datum of 1929 (NGVD).

Every source of information depicted on the final topographic survey drawing, other than that obtained by actual field measurements, shall be referenced on the drawing with the names and addresses of the source from which the data was obtained.

6. Wetlands:

Prior to initiating any detailed design for the three sites, a Wetlands Delineation must be performed for each site with a plan detailing those limits prepared and submitted for concurrence by a NJDEP Letter of Interpretation (LOI). This LOI will verify wetlands limits, resource category, and required transition area buffers.

7. Construction Site:

Provide information on the appropriate drawing(s) that locate all temporary site construction roads, construction office trailer(s), dumpsters, material and equipment storage trailers, Contractor parking areas, porta-johns, etc.

A permanent fence with lockable gates and construction site lighting shall be installed around the perimeter of all construction areas to provide a barrier and protect the public that will visit the facility each workday.

Provide a site location map on the drawing that identifies the vehicular travel routes from major roadways to the project construction site and the approved access roads to the Contractor's worksite staging area and construction site(s).

Temporary utilities shall be provided for the trailers installed by the Contractors. See Section IX. H entitled "Construction Trailer Permits" for additional information.

Provide temporary directional and informational signage during the construction phase of the project.

G. SITE SOIL EROSION & SEDIMENT CONTROL

Submit the Application for Soil Erosion and Sediment Control Plan Certification for each site to the local County Soil Conservation District Offices. The submission and design requirements,

documentation, drawings, calculations, meetings, etc. required for the application shall conform to the guidelines and procedures published by that District Office. All application fees shall be paid by the Design Consultant from the Permit Allowance provided for this project.

H. SITE UTILITIES

1. Underground Utilities:

Identify the size and location of all underground utility lines that may interfere with each new building foundation and new utility line installation. The dimensioned utility line sizes, locations, elevations, and critical crossing points shall be shown on the design drawings for Contractor reference during the installation of the new lines and foundations. Details indicating the method and location of the utility tie-ins shall also be shown on the drawing.

Provide a design to relocate or realign any existing utility line that may interfere with the installation of the new utility lines and foundations.

2. Utility Capacities:

Survey all existing site utilities of each NJJJC location to determine their capacity for expansion to meet the requirements of the prototypical buildings for this project. Develop a table that identifies the maximum capacity rating of each existing utility, the available capacity remaining based on present usage of the existing utilities, the capacities anticipated for the new facility utilities.

Provide the most cost effective design to provide the required utilities to the new NJJJC buildings based on the repair, replacement, upgrades, and extension costs of existing utilities versus the installation of all new utilities that will originate from the main supply lines.

3. Utility Design Allowance:

The Design Consultant shall estimate all design and construction administration costs associated with the potential upgrades to the site utilities and include this amount in their fee proposal line item entitled **"Utility Upgrade Design Allowance".**

4. Utility Verification Letters:

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

The Design Consultant shall include in its fee proposal, the cost to provide a fire hydrant flow test to determine if there is potential adequate water capacity for both domestic water use and building fire suppression system.

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 Contractor's scope of work.

5. Electric:

Provide adequate electrical service to the new buildings including details for tie-in to the main electrical supply line and equipment. Provide a schematic drawing of the underground electrical distribution system of the facility and the method of tie-in to the building panels, breakers, transformers, meters, and any other electrical component required for their proper operation. Note that the new NJJJC buildings shall been designed for 25% spare capacity.

6. Emergency Power:

Emergency power shall serve or cover the entire facility or complex and all systems including but not limited to all structures or buildings life safety systems.

7. Sanitary Sewer System:

Provide adequate sanitary sewer service to the facility including details for tie-in to the new buildings. Provide a schematic drawing of the underground sanitary sewer distribution system piping indication the piping size and location and details of all cleanouts, valves, backflow preventers, etc. Coordinate all proposed sewage design information with the Utility Company representatives as required.

Establish any Contractor coordination requirements with the Utility Company in the design documents including, but not limited to: the Utility Company design document review criteria, inspections, termination and/or tie-in fees, construction contract limit lines, material and equipment to be provided by both parties.

8. Gas Supply and Distribution System:

Provide adequate gas service to the facility including details for tie-in to the new buildings and appropriate equipment. Provide a schematic drawing and riser diagram indicating the size and location of all gas line components such as piping, valves, meters, etc. Coordinate all proposed design information with the Utility Company representatives as required.

Establish any Contractor coordination requirements with the Utility Company in the design documents including, but not limited to: the Utility Company design document review criteria, inspections, fees, construction contract limit lines, material and equipment to be provided by both parties.

9. Domestic Water Service:

Provide adequate water service to the facility including details for tie-in to the new building systems. Coordinate all proposed design information with the Utility Company representatives as required. The water supply line shall be equipped with a water meter and all buildings shall have backflow preventers.

The Design Consultant shall include in its fee proposal, the cost to provide a fire hydrant flow test to determine if there is potential adequate water capacity for both domestic water use and building fire suppression system.

Establish the Contractor coordination requirements with the Utility Company in the design documents including, but not limited to: the Utility Company design criteria, design document review criteria, inspections, fees, construction contract limit lines, material and equipment to be provided by both parties such as meters, panels, valves, etc.

10. Utility Design Documents:

All existing and new utility lines shall be shown on one drawing. The drawings must show the buildings, roads, walks, permanent surface features, and the run of the new utility lines. Profiles shall be prepared of each new utility line run from the existing utility source indicating the depths below surface and the top and bottom envelop or cross section details, all drawn to scale. The profiles shall indicate the length, slope and invert elevations of the proposed utility lines, conduits, etc. and their related components.

If a valve, flexible coupling, thrust block, tie-rod, etc. is required, they shall be indicated on the profile. Details showing the location and method of all utility tie-ins to the main lines shall be shown on the drawings including meter pits.

Trenching size and details including dewatering requirements shall be indicated on the drawings for all utility lines. All exposed existing utility lines and those that are to be restored or installed new shall be supported on undisturbed material or properly compacted backfill.

A table shall be prepared on the drawing which will summarize the utility pipe runs to the building including the pipe diameters, approximate lengths, and the piping components such as meters, valves, backflow preventers, expansion joints, etc.

Design shall also include all piping tests and procedures required for each utility line and site restoration work needed after installation of the lines including lawn areas, sidewalks and driveways.

Design documents shall include all procedures and methods necessary to sanitize the domestic water piping system.

Prior to design, the Design Consultant shall discuss and coordinate with the appropriate utility company and/or government agency the design and testing criteria, contract limit lines, reviews, permitting, tie-in costs, and approval requirements for this project.

It is imperative that the Design Consultant measure and record the locations, depths below surface, and the top and bottom envelop or cross section of all new utility lines, manholes, valve boxes, vaults, etc. that are installed during the construction phase of the project and that the data is transferred to the as-built set of drawings for future reference. The project will not be closed-out without this information.

I. EXISTING SITE CLEARING/DEMOLITION

1. Site Evaluation:

Provide a complete assessment of the sites including, but not be limited to: extent of site utility line removal and their termination points, accessibility of site for demolition equipment, and identify any adjacent structures and/or site objects that will remain and that must be protected during the demolition operation.

2. Design Documents:

Based on the Design Consultant's site evaluation, information, provide a complete set of design documents for the removal and disposal of site objects, utilities, etc. including the location of their termination points.

3. Preliminary Permit Approval Requirements:

The Design Consultant shall address the disconnection of all site utilities prior to the issuance of project permits by DCA. This shall include but not be limited to:

- Identify phasing and contract limit lines of sewer and water lines to be removed and capped by the Contractor during demolition.
- Identify electric, gas, cable and telephone disconnect phasing and contract limit lines to be removed and capped by the Contractor and/or utility company prior to permit approval.
- Include an allowance in the Contractor's scope of work for all applicable service disconnect

fees.

4. Utility Company Release Letters:

The Contractor shall, after bid approval but prior to the issuance of the permit, obtain **final** release letters from all utilities that provide service to the property, stating that their respective service connections and appurtenant equipment, such as meters, transformers, and regulators, have been disconnected, removed, sealed, capped, or plugged in a safe manor. NJAC 5:23-2.17(a). Services shall include but not necessarily be limited to, water, electric, gas, sewer, cable, telephone and propane tanks.

All utilities and piping to be demolished shall be disconnected, removed and capped. The Contractor shall provide a letter from the respective utility company to the DCA indicating utility service has been disconnected. This letter is required as a prior approval before a permit can be issued.

The Design Consultant shall also review the option of leaving some portion of the existing utility lines in place for connection to the new buildings, or removing and disposing them and providing new utility lines from the main utility header or source. Termination and/or tie-in fees required by the affected Utility Company shall be covered by an allowance within the Contractor's scope of work.

J. NEW BUILDING FOOTINGS/FOUNDATIONS

Provide a footing design sufficient to support all imposed loads of the new NJJJC buildings and the soils condition of the site. The footing and foundation design documents shall incorporate all required excavation, backfill and compaction operations, bottom of footing elevations, floor and wall details, formwork requirements, reinforcing steel design and details, concrete mix design, materials testing, finishing and curing requirements and all other aspects required for a complete installation. Recommend the preparations required for the sub-grade beneath the floor slabs.

Determine if the design shall include a reinforced concrete masonry foundation in lieu of cast-in-place concrete foundation.

Provide a design to relocate or realign any underground utility line that may interfere with the building footing installation.

K. NEW BUILDING DESIGN

1. Programmed Space:

The Design Consultant shall review CGL's Juvenile Justice Commission Prototype/Model Youth Justice Facility Final Draft document dated December 6, 2019, this document represents the final

prototype program and concept diagram information. Although one (1) prototype program and concept diagram has been provided to NJJJC, the Design Consultant shall site adapt the prototype program and concept diagram to both the Central Jersey and South Jersey sites as part of this scope of work.

No alterations and/or deletions may be made to the final prototype program and concept diagram without prior review and approval by the NJJJC and other project team members

The Design Consultant shall utilize Existing Documentation as referenced in below paragraph P. Project Commencement, 4. Existing Documentation. Other information provided in the following design sections of this Scope of Work is intended to clarify and/or supplement information for use in preparing the final design and construction documents.

The Design Consultant shall be familiar with the NJ Law and Public Safety, Juvenile Justice Commission, Manual of Standards for Juvenile Detention Facilities.

The Design Consultant shall inquire to the NJJJC for any design standards to improve ligature resistance as well as any design standards for anti-ligature products and the incorporation of those decisions into the final design and construction documents.

The Design Consultant shall be familiar with the Standards for Juvenile Detention Facilities 3rd Edition, NCJ Number 164639, Date Published 1991, 166pp.

The project must comply with the State of New Jersey Energy Master Plan and Executive Order 28. See information at the following link: https://www.nj.gov/emp/

2. LEED Building Standards:

Year 2006 New Jersey Senate Bill Numbers 843 and 2146, require new buildings having at least 15,000 square feet for the sole use of a State entity after the effective date of applicable legislation to be LEED Silver certified.

3. Structural & Mechanical Calculations:

Provide all building structural and mechanical calculations that are relevant to the specific site and geographic location.

Provide signed and sealed structural calculations including seismic zone, design loads and allowable material stresses used in the design. Include structural plans of all foundation and floor systems.

4. Roofing System:

The Design Consultant shall site adapt CGL's prototypical final program document including but not limited to roof design features. All exterior finishes and systems shall be as depicted in the CGL final program documents. Any changes recommended by the Design Consultant shall be reviewed and approved by the Project Team prior to completion of the schematic design phase of the project.

The Design Consultant shall have in-house capabilities or Sub-Design Consultants pre-qualified with DPMC in the P028 Roofing Inspection Specialty Discipline. The Roofing Monitor shall provide full-time inspection services for all roof system installations and monitor the Contractor's work on site and file a daily inspection report to ensure compliance with the contract documents.

5. Furniture:

The Design Consultant shall inquire to the NJJJC for any design standards to improve ligature resistance as well as any design standards for anti-ligature products and the incorporation of those decisions into the final design and construction documents. Special consideration shall be given to the location of lighting fixtures, electrical outlets, data and telecommunication outlets, and other special power outlets based on the final approved furniture and equipment layout drawing.

Coordinate with the NJJJC representative all furniture selections and design layout. This will require that the Design Consultant provide the representative with an approved floor plan early in the project design so the various furniture manufacturers' items can be identified on the drawings with corresponding model numbers, part numbers, and/or a cross reference index. The Design Consultant shall then transfer this information on the final design drawing for reference and use by the Client Agency during the installation of the furniture and equipment. Note that the NJJJC will use these drawings to purchase and install all furniture and equipment under a separate State contract.

6. Data, Communication, and Security Equipment:

The Design Consultant's final design will require the Contractor furnish and install all data, communication, and security equipment at each site. The Design Consultant shall meet with appropriate representatives of NJJJC, DPMC/NJBA, NJ Office of Information Technology (OIT) and NJ Interdepartmental Security Unit (ISU) and during the design phase to determine the type of equipment to be purchased and installed by the Contractor and identify same in the construction documents.

Provide riser diagrams showing the required wiring circuits for all proposed data, communication and security equipment for the new buildings. Show the conduits, panels,

hangers, supports, mounting brackets, termination outlets, switches, and other related components for the equipment. Specify wire sizes, current demand factors, switch and panel schedules in the design documents. The location, capacity, and space requirements for all of the equipment must be indicated. Tie-in details to the main power source or electrical signal shall be indicated on the drawings. Any special networking requirements shall be reviewed and approved by OIT and ISU.

7. HVAC System:

Provide equipment schedules indicating all heating, venting and air conditioning (HVAC) equipment by symbol designation, name and estimated size or capacity in BTU, GPM, gallons, etc. Include ventilation schedules for all building spaces. The proposed capacity of the building air supply, return and exhaust air shall be verified with signed and sealed calculations. Indicate the location of all HVAC equipment outside the building and all piping and all duct runs in the building. Intake location shall not be near fuel storage or generator exhaust. Provide vibration and noise attenuation for all HVAC equipment and related components. Sound baffles shall be investigated between rooms and building spaces to minimize sound transmission from one area to the other.

Design all associated HVAC controls necessary for the proper operation of the system and related components. Items to address shall include thermostats, wiring, smoke detector shutdown and interface with the fire alarm panel

Prior to issuance of a Certificate of Occupancy, all HVAC equipment including fans, controls, dampers and devices requiring adjustments or regulation shall be thoroughly cleaned, adjusted or regulated for proper operation and free from objectionable noise and vibration. The Design Consultant shall ensure the Contractor provides the services of a State approved HVAC Testing & Balancing firm to confirm the balancing, adjustments and tests of the air distribution supply, return and exhaust systems provided. Testing and balancing shall be performed in accordance with the current Association Air Balancing Council Standards or other State approved associations. The tests shall be observed and approved by the DCA Code Group.

8. Fire Detection System:

The fire detection system shall be designed in accordance with NFPA 72. It shall provide evacuation alarm tone signaling using horns to sound the alarm signals, and strobe lights as visual notification appliances. The system shall be intelligent device addressable, analog detecting, low voltage and modular, with digital communication techniques, in full compliance with all applicable codes and standards. It shall be UL listed and FM approved for Central Monitoring Station tie-in. The system shall be installed, programmed, tested, and delivered to the owner in fully operational condition. The system shall include hardware, software, raceways and interconnecting wiring to accomplish the requirements of the State. **NJJC has indicated there is no need for a dialer to a central station and/or a third-party monitor, the building will be**

staffed 24 hours each day, 7 days a week. A Fire Alarm Monitoring Station meeting the requirements for a Self-Monitoring Station as required by NFPA 72 shall be supplied on site and within the complex.

The fire detection system must be tested after installation by an independent Testing Lab hired by the Contractor and the test must be witnessed and approved by the Department of Community Affairs (DCA). The Design Consultant shall provide ample notification time when arranging the test with DCA, DPMC, Contractor, and equipment manufacturers.

The fire detection system shall have a three (3) year warranty on all parts and a one (1) year free maintenance contract on all system components. There shall be a three (3) year maintenance contract after the one (1) year free maintenance agreement with a guaranteed maintenance cost for that three (3) year period.

9. Fire Suppression System:

Note: NJJJC has stated a requirement to have a Dual Interlock Pre-Action System.

A water flow test shall be conducted at each NJJJC site to determine the available water pressure and flow for the proposed sprinkler system. This information shall be submitted to the DCA before the submission of the design drawings.

The fire suppression design shall include, but not be limited to complete construction drawings showing the layout of the sprinkler piping on the interior floor plans of the buildings, specifications, signed and sealed hydraulic calculations, and water pressure data for the fire suppression sprinkler system. The design shall comply with NFPA 13 dated 2017 and the adopted International Building Code, New Jersey Edition 2018.

Specifications shall indicate the type of system and the manufacturers (or equal) of each system component required for total suppression. The following statement shall be included in the specification and drawings: “If the sprinkler Contractor prepares shop drawings that differs in design from those supplied by the Design Consultant, they shall submit them to DCA for approval prior to fabrication and installation of the system”.

The fire suppression system must be tested after installation by an independent Testing Lab hired by the Contractor and the test must be witnessed and approved by the Department of Community Affairs (DCA). The Design Consultant shall provide ample notification time when arranging the test with DCA, DPMC, Contractor, and equipment manufacturers.

10. Fire Hydrant:

Provide each NJJJC facility site with the appropriate number of fire hydrants ensuring that they are spaced at the required distances specified by the local Fire Department representative(s). It

shall be stated in the testing requirements section of the specification that the hydrant shall be fully opened and closed under system water pressure and that it shall be checked for proper drainage.

The Design Consultant shall include in its fee proposal, the cost to provide a fire hydrant flow test to determine if there is potential adequate water capacity for both domestic water use and building fire suppression system.

11. Plumbing:

Provide floor plans including all utility rooms, chases, etc. for each new NJJJC building. Indicate the location of all equipment associated with plumbing and related piping components. Separate riser diagrams shall be shown for fuel oil, gas service, sanitary drain and vent system, hot and cold water distribution system and storm drainage system.

Applicable equipment connections shall be identified on all schematic and riser diagrams. Provide BTUH input, pipe sizes, water supply fixture units (WSFU), drainage fixture units (DFU), slope, valves, drainage points, area, distance, as it relates with each riser. For natural gas and LPG services include specific gravity and maximum permitted pressure drop.

Include a fixture schedule on the drawings listing each fixture, description, trap & vent sizes, DFU values, WSFU values, and hot and cold water connection pipe sizes. Plumbing fixtures and detail elevations shall conform to NJ barrier Free Regulations and NSPC appendix D Water Conservation Requirements.

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

12. Electrical:

Electrical drawings shall include all supply service equipment, lighting, power, communications, fire alarm, security, and specialized systems. Lighting features must indicate typical lighting arrangements, types of fixtures, proposed light intensities, emergency and egress lighting. All lighting specified shall be energy efficient. Riser diagrams, showing service equipment, feeders and panels, branch circuits must be shown.

Wire sizes, current demand factors, and switch and panel schedules shall be provided. Location, capacity, space requirements of all major items or equipment must be indicated. Indicate the size of the service equipment, transformers, switchgear, main disconnect, etc. The emergency backup electrical service shall be identified and method of tie-in to the primary service and switchover methods shall be identified on the drawings.

To accommodate and distribute power inside the NJJJC buildings, a main electric service panel shall be provided in the CPU room to house main circuit breakers (service disconnect) and an adjoining circuit breaker distribution switchboard. Step down dry type transformers shall be provided to serve small equipment and general receptacle loads.

Sensitive electronic equipment such as computers shall be circuited with isolated grounds to minimize electrical noise. In addition, Transient Voltage Surge Suppressors (TVSS) shall be provided to reduce harmful voltage levels caused by lightning or switching surges.

Provide a drawing showing the location of outlets and/or electrical connection requirements for equipment such as computers, security equipment, office equipment, and any other related electrical item that will be provided by the Client Agency as part of this project.

Electric vehicle charging shall be on a separate service to enable the site to benefit from new tariffs being set up by the utilities with preferred rates for EV Charging only metered accounts. The number of chargers required should consider both State Fleet needs and a certain amount of public need (employee/visitors).

13. Security:

Provide a design for a wiring distribution system, proper outlet/connection devices, and appropriate support brackets, shelving, etc. for the interior security systems of the new NJJJC buildings including, but not limited to the following items: public barriers, swipe access cards and readers, access/intrusion detection devices, window and door protection, interior lighting, cameras, computer, communication, paging, microphone systems and duress alarm features.

14. Signage:

Provide designs for all site (exterior) signage and building (interior) signage.

15. Locking Systems:

Locking Systems shall be electro/mechanical with remote, key, and key card access operation. Keying shall include room specific key (Change Key), master, and grand master access.

L. MISCELLANEOUS REQUIREMENTS

1. Equipment Verification:

All selected final equipment and/or materials shall be researched to verify manufacturer product availability. All equipment and/or materials must be readily obtainable to meet the projected completion date of the project.

2. Equipment Spare Parts List:

A spare parts list shall be prepared and selected "critical" items purchased as part of this project to ensure the successful operation of the facility and that will prevent shutdown of the operation.

3. Equipment Training:

Coordinate the training of the facility mechanical equipment with representatives of NJJJC and equipment vendors. Include in the final bid documents that all training must be recorded on video and supplied to Client Agency via a flash drive. Manuals shall be issued that contains the operating procedures, parts lists, detailed drawings, and maintenance procedures for all equipment installed in the building. The content of the manuals and training sessions and the length of time for the training session(s) shall be reviewed and approved by the DPMC/NJBA Project Manager and representatives of the Client Agency prior to the training seminar. The operating manuals shall be provided in computer format also. The Design Consultant shall provide six copies of the training manual, two copies of the complete set of "as-built" drawings, and two copies of Auto Cad discs for each facility.

4. Equipment Testing:

All equipment testing shall be conducted in the presence of the Design Consultant, and designated representatives of the DPMC, Client Agency, and DCA. The Design Consultant shall be responsible for the coordination and scheduling of all tests. All test results shall be collected and bound in a manual for reference.

Testing and verification of any existing system shall be part of the basic contract as needed to complete the design intent and shall not result in an extra fee or amendment to the Design Consultant's contract.

M. FINE ARTS INCLUSION

This project has been selected to include fine arts under the "New Jersey Public Building Arts Inclusion Act" (NJSA 52:16A-29 et seq). Fine arts is described as any sculpture, mural, mosaic, bas relief, fresco, tapestry, monument, fountain, painting, mobile, etc.

1. Fine Arts Work:

The Design Consultant shall discuss the potential fine arts theme for each project site with the members of the Project Team and NJ State Council on the Arts at the commencement of the project to ensure it will be appropriate for the location and use of the new buildings.

2. Artist Selection:

The State's Arts Inclusion representative will present the fine arts recommendation to the NJ State House Commission for approval, and will coordinate selection of the artist under a separate contract.

The selected artist shall notify the Project Team members and Design Consultant of any special design elements needed to accommodate the artwork being prepared for the project sites. Items may include support hangers, foundations, utility connections, lighting, material finishes and colors, etc.

3. Allowance:

An allowance in the amount of $25,000 has been provided on the Professional Services Fee Proposal Sheet line item entitled **"Fine Arts Inclusion Allowance".** This amount may be used to cover the costs associated with the fine arts coordination meetings and any building and/or site design alterations necessary to accommodate the fine arts work prepared by the artist. Any balance of funds shall be returned to the State at the completion of the project.

N. GENERAL INFORMATION

1. Contractors Use of the Premises:

Special procedures and restrictions must be observed by the Contractors during the construction work described in these projects, respectively. The information must be developed with and approved by, the Project Team members. Contractor equipment and personnel access to the construction site must be addressed in the Specification "Division 1". For example, the specification shall include in Division 1 that …all work activities by the Contractor shall be coordinated with the DC, NJJJC, CM and DPMC/NJBA Project Manager to assure that disruption of activities and facility functions will be minimized; all considerations will made on a site-by-site basis.

2. State Construction Sign:

A State construction sign shall be displayed at each NJJJC site that complies with the most current DPMC design standards.

3. Design Drawings:

Submit two (2) additional "half size" drawings in addition to the seven (7) sets of drawings and specifications identified in the Deliverables Section of this scope of work for each site.

O. GENERAL DESIGN OVERVIEW

1. Design Detail:

Section VII of this Scope of Work is intended as a guide for the Consultant to understand the overall basic design requirements of the project and is not intended to identify each specific design component related to code and construction items. The Consultant shall provide those details during the design phase of the project ensuring that they are in compliance with all applicable codes, regulating authorities, and the guidelines established in the DPMC Procedures for Architects and Engineers Manual.

The Consultant shall understand that construction documents submitted to DPMC shall go beyond the basic requirements set forth by the Uniform Construction Code N.J.A.C. 5:23-2.15(f). Drawings and specifications shall provide detail beyond that required to merely show the nature and character of the work to be performed. The construction documents shall provide sufficient information and detail to illustrate, describe and clearly delineate the design intent of the Consultant and enable all Contractors to uniformly bid the project.

The Consultant shall review and comply with the DPMC "Plan Review Instructions" which can be found on DPMC's web site at:

http://www.state.nj.us/treasury/dpmc/lists_and_publications.shtml

The Consultant shall ensure that all of the design items described in this scope of work are addressed and included in the project drawings and specification sections where appropriate.

It shall be the Consultant's responsibility to provide all of the design elements for this project. Under no circumstance may they delegate the responsibility of the design; or portions thereof, to the Contractor unless specifically allowed in this Scope of Work.

2. Specification Format:

The Consultant shall prepare the construction specifications in the Construction Specifications Institute (CSI) format entitled MasterFormat©, latest edition.

The project construction specifications shall include only those CSI MasterFormat© specification sections and divisions applicable to this specific project.

3. Submittal Schedule:

The Consultant shall include a submittal log in Division 1 of the specifications. The schedule (list of required submittals) shall identify the general conditions and/or specification section (number and name) and the type of submittal required (material data, product data, test results,

calculations, etc.). The submittal schedule is a compilation of the submittals required on the project and is provided as an aid to the contractor.

4. Construction Cost Estimates:

The Consultant shall include with each design submittal phase identified in Paragraph IV.A, including the Permit Application Phase and Bid Phase, a detailed construction cost estimate itemized and summarized by the divisions and sections of the Construction Specification Institute (CSI) MasterFormat© latest edition applicable to the project.

The detailed breakdown of each work item shall include labor, equipment, material and total costs.

The construction estimate shall include all alternate bid items and all unit price items itemized and summarized by the divisions and sections of the specifications.

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

The cost estimate shall include descriptions of all allowances and contingencies noted in the estimate.

All cost estimates must be submitted on a DPMC-38 Project Cost Analysis form at each design phase of the project supported by the detailed construction cost estimate. The Project Manager will provide cost figures for those items which may be in addition to the CCE such as art inclusion, CM services, etc. and must be included as part of the CWE. This cost analysis must be submitted for all projects regardless of the Construction Cost Estimate amount.

P. PROJECT COMMENCEMENT

A pre-design meeting shall be scheduled with the Consultant and the Project Team members at the commencement of the project to obtain and/or coordinate the following information:

1. Project Directory:

Develop a project directory that identifies the name and phone number of key designated representatives who may be contacted during the design and construction phases of this project.

2. Site Access:

Develop procedures to access the project site and provide the names and phone numbers of approved escorts when needed. Obtain copies of special security and policy procedures that

must be followed during all work conducted at the facility and include this information in Division 1 of the specification.

3. Project Coordination:

Review and become familiar with any current and/or future projects at the site that may impact the design, construction, and scheduling requirements of this project. Incorporate all appropriate information and coordination requirements in Division 1 of the specification.

4. 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.

- Q.4.1 - Mott MacDonald's Proposed Juvenile Justice Commission Facility, Preliminary Assessment Report dated January 21, 2019, Block 6801, Portion of Lot 1, Winslow, New Jersey 08037 (South Jersey Site)
- Q.4.2 - Mott MacDonald's Proposed Juvenile Justice Commission Facility, Preliminary Assessment Report dated January 21, 2019, Block 322, Portions of Lots 1, 3, 73 and 74, Ewing, NJ 08618 (Central Jersey Site)
- Q.4.3 - DRAFT - Mott MacDonald's Proposed Juvenile Justice Commission Facility Utility Investigation Report dated May 13, 2019, Block 322, Portions of Lots 1, 3, 73, and 74, Ewing Township, NJ 08618 (Central Jersey Site)
- Q.4.4 - DRAFT - Mott MacDonald's Proposed Juvenile Justice Commission Facility Utility Investigation Report dated May 13, 2019, Block 6801, Portion of Lot 1, Winslow, New Jersey, 08037 (South Jersey Site)
- Q.4.5 - CGL's Juvenile Justice Commission Prototype/Model Secure Youth Facility, Final Draft Report, New Jersey NJJJC Program Document, dated December 6, 2019
- Q.4.6 - Mott MacDonald's Geotechnical Recommendations Memorandum dated April 5, 2022, Winslow, New Jersey, 08037 (South Jersey Site)
- Q.4.7 - Mott MacDonald's Geotechnical Recommendations Memorandum dated April 8, 2022, Ewing Township, NJ 08618 (Central Jersey Site)
- Q.4.8 - Mott MacDonald's Environmental Recommendations Memorandum dated April 8, 2022, Winslow, New Jersey, 08037 (South Jersey Site)
- Q.4.9 - Mott MacDonald's Environmental Recommendations Memorandum dated April 8, 2022, Ewing Township, NJ 08618 (Central Jersey Site)

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.

5. Scope of Work:

Review the design and construction administration responsibilities and the submission requirements identified in this Scope of Work with the Project Team members. Items such as: contract deliverables, special sequencing or phased construction requirements, special hours for construction based on Client Agency programs or building occupancy, security needs, delivery dates of critical and long lead items, utility interruptions or shut down constraints for tie-ins, weather restrictions, and coordination with other project construction activities at the site shall be addressed.

This information and all general administrative information; including a narrative summary of the work for this project, ***shall be included in Division 1*** of the specification. The Consultant shall assure that there are no conflicts between the information contained in Division 1 of the specification and the DPMC General Conditions.

6. Project Schedule:

Review and update the project design and construction schedule with the Project Team members.

Q. BUILDING & SITE INFORMATION

The following information shall be included in the project design documents.

1. Building Classification:

Provide the building Use Group Classification and Construction Type on the appropriate design drawing.

2. Building Block & Lot Number:

Provide the site Block and Lot Number on the appropriate design drawing.

3. Building Site Plan:

Only when the project scope involves site work, or when the design triggers code issues that require site information to show code compliance, shall a site plan be provided that is drawn in

accordance with an accurate boundary line survey. The site plan shall include, but not be limited to, the following as may be applicable:

- The size and location of new and existing buildings and additions as well as other structures.
- The distance between buildings and structures and to lot lines.
- Established and new site grades and contours as well as building finished floor elevations.
- New and existing site utilities, site vehicular and pedestrian roads, walkways and parking areas.

4. Site Location Map:

Provide a site location map on the drawing cover sheet that identifies the vehicular travel routes from major roadways to the project construction site and the approved access roads to the Contractor's worksite staging area.

R. 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 seven (7) 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:

Schematic Design Phase: One (1) oral presentation at the 50% document completion and one (1) oral presentation at the 100% document completion.

Design Development Phase: One (1) oral presentation at the 50% document completion and one (1) oral presentation at the 100% document completion.

Final Design Phase: One (1) oral presentation at the 50% document completion and one (1) oral presentation at the 100% document completion.

S. CONSTRUCTION BID DOCUMENT SUBMITTAL

In addition to submitting construction bid documents as defined in Section XIV Contract Deliverables, Consultant shall submit both specifications and drawings on compact disk (CD) in *Adobe Portable Document Format (.pdf).*

VIII. CONSULTANT CONSTRUCTION RESPONSIBILITIES

A. GENERAL CONSTRUCTION ADMINISTRATION OVERVIEW

This section of the Scope of Work is intended as a guide for the Consultant to understand its overall basic construction administration responsibilities for the project and does not attempt to identify each specific activity or deliverable required during this phase. The Consultant shall obtain that information from the current publication of the DPMC Procedures for Architects and Engineers Manual and any additional information provided during the Consultant Selection Process.

B. PRE-BID MEETING

The Consultant shall attend, chair, record and distribute minutes of the Contractor pre-bid meetings. When bidders ask questions that may affect the bid price of the project, the Consultant shall develop a Bulletin(s) to clarify the bid documents in the format described in the Procedures for Architects and Engineers Manual, Section 9.2 entitled “Bulletins.” These Bulletins must be sent to DPMC at least seven (7) calendar days prior to the bid opening date. DPMC will then distribute the document to all bidders.

C. POST BID REVIEW MEETING, RECOMMENDATION FOR AWARD

The Consultant; in conjunction with the Project Manager, shall review the bid proposals submitted by the various Contractors to determine the low responsible bid for the project. The Consultant, in conjunction with the Project Manager and Project Team members, shall develop a

post bid questionnaire based on the requirements below and schedule a post bid review meeting with the Contractor's representative to review the construction costs and schedule, staffing, and other pertinent information to ensure they understand the Scope of the Work and that their bid proposal is complete and inclusive of all requirements necessary to deliver the project in strict accordance with the plans and specifications.

1. Post Bid Review:

Review the project bid proposals including the alternates, unit prices, and allowances within seven (7) calendar days from the bid due date. Provide a bid tabulation matrix comparing all bids submitted and make a statement about the high, low, and average bids received. Include a comparison of the submitted bids to the approved current construction cost estimate. When applicable, provide an analysis with supporting data, detailing why the bids did not meet the construction cost estimate.

2. Review Meeting:

Arrange a meeting with the apparent low bid Contractor to discuss its bid proposal and other issues regarding the award of the contract. Remind the Contractor that this is a Lump Sum bid. Request the Contractor to confirm that its bid proposal does not contain errors. Review and confirm Alternate pricing and Unit pricing and document acceptance or rejection as appropriate.

Comment on all omissions, qualifications and unsolicited statements appearing in the proposals. Review any special circumstances of the project. Ensure the Contractor's signature appears on all post bid review documents.

3. Substitutions:

Inquire about any potential substitutions being contemplated by the Contractor and advise them of the State's guidelines for the approval of substitutions and the documentation required. Review the deadline and advise the Contractor that partial submissions are not acceptable. Submission after the deadline may be rejected by the State.

Equal substitutions that are proposed by the Contractor that are of lesser value must have a credit change order attached with the submittal (See Article 4.7.5 "Substitutions" of the General Conditions). The State has the right to reject the submission if there is no agreement on the proposed credit. Contractor will be responsible to submit a specified item.

4. Schedule:

Confirm that the Contractor is aware of the number of calendar days listed in the contract documents for the project duration and that the Contractor's bid includes compliance with the schedule duration and completion dates. Particular attention shall be given to special working

conditions, long lead items and projected delivery dates, etc. Review project milestones (if applicable). This could give an indication of Contractor performance, but not allow a rejection of the bid.

Review the submittal timeframes per the Contract documents. Ask the Contractor to identify what products will take over twenty-eight (28) calendar days to deliver from the point of submittal approval.

If a CPM Schedule is required, review the provisions and have Contractor acknowledge the responsibility. Ask for the name of the CPM Scheduler and the "ballpark" costs.

5. Performance:

Investigate the past performance of Contractor by contacting Architects and owners (generally three of each) that were listed in the DPMC pre-qualification package or other references that may have been provided. Inquire how the Contractor performed with workmanship, schedule, project management, change orders, cooperation, paper work, etc.

6. Letter of Recommendation:

The Consultant shall prepare a Letter of Recommendation for contract award to the Contractor submitting the lowest responsible bid within three (3) calendar days from the post bid review meeting. The document shall contain the project title, DPMC project number, bid due date and expiration date of the proposal. It shall include a detailed narrative describing each post bid meeting agenda item identified above and a recommendation to award the contract to the apparent low bid Contractor based on the information obtained during that meeting. Describe any acceptance or rejection of Alternate pricing and Unit pricing.

Comment on any discussion with the Contractor that provides a sense of its understanding of the project and any special difficulties that they see, and how they might approach those problems.

Attach all minutes of the Post bid meeting and any other relevant correspondence with the Letter of Recommendation and submit them to the Project Manager.

7. Conformed Drawings:

The Consultant shall prepare and distribute two (2) sets of drawings stamped "Conformed Drawings" to the Project Manager that reflect all Bulletins and/or required changes, additions, and deletions to the pertinent drawings within fourteen (14) calendar days of the construction contract award date.

Any changes made in Bulletins, meeting minutes, post bid review requirements shall also be reflected in the specification.

D. DIRECTOR'S HEARING

The Consultant must attend any Director's hearing(s) if a Contractor submits a bid protest. The Consultant shall be present to interpret the intent of the design documents and answer any technical questions that may result from the meeting. In cases where the bid protest is upheld, the Consultant shall submit a new "Letter of Recommendation" for contract award. The hours required to attend the potential hearings and to document the findings shall be estimated by the Consultant and the costs will be included in the base bid of its fee proposal.

E. CONSTRUCTION JOB MEETINGS, SCHEDULES, LOGS

The Consultant shall conduct all of the construction job meetings, to be held bi-weekly for the duration of construction, in accordance with the procedures identified in the A/E manual and those listed below.

1. Meetings:

The Consultant and Sub-Consultant(s) shall attend the pre-construction meeting and all construction job meetings during the construction phase of the project. The Consultant shall chair the meeting, transcribe and distribute the job-meeting minutes for every job meeting to all attendees and to those persons specified to be on the distribution list by the Project Manager. The Agenda for the meeting shall include, but not be limited to the items identified in the Procedures for Architects and Engineers Manual, Section 10.3.1, entitled "Agenda."

Also, the Consultant is responsible for the preparation and distribution of minutes within three (3) working days of the meeting. The format to be used for the minutes shall comply with those identified in the "Procedures for Architects and Engineers Manual," Section 10.3.4, entitled, "Format of Minutes." All meeting minutes are to have an "action" column indicating the party that is responsible for the action indicated and a deadline to accomplish the assigned task. These tasks must be reviewed at each job progress meeting until it is completed and the completion date of each task shall be noted in the minutes of the meeting following the task completion.

2. Schedules:

The Consultant; with the input from the Client Agency Representative and Project Manager, shall review and recommend approval of the project construction schedule prepared by the Contractor. The schedule shall identify all necessary start and completion dates of construction, construction activities, submittal process activities, material deliveries and other milestones required to give a complete review of the project.

The Consultant shall record any schedule delays, the party responsible for the delay, the schedule activity affected, and the original and new date for reference.

The Consultant shall ensure that the Contractor provides a two (2) week "look ahead" construction schedule based upon the current monthly updated schedule as approved at the bi-weekly job meetings and that identifies the daily planned activities for that period. This Contractor requirement must also be included in Division 1 of the specification for reference.

3. Submittal Log:

Based on the Submittal Schedule in Division 1 of the specifications, the Consultant shall develop and implement a submittal log that includes all of the required project submittals as identified in the general conditions and technical specifications. The submittal log shall be provided to the contractor at the pre-construction meeting. The dates of submission shall be determined and approved by all affected parties during the pre-construction meeting.

Examples of the submissions to be reviewed and approved by the Consultant and Sub-Consultant (if required) include: project schedule, schedule of values, shop drawings, equipment and material catalog cuts, spec sheets, product data sheets, MSDS material safety data sheets, specification procedures, color charts, material samples, mock-ups, etc. The submittal review process must be conducted at each job progress meeting and shall include the Consultant, Sub-Consultant, Contractor, Project Manager, and designated representatives of the Client Agency.

The Consultant shall provide an updated submittal log at each job meeting that highlights the status of all required submissions.

F. CONSTRUCTION SITE ADMINISTRATION SERVICES

The Consultant and Sub-Consultant(s) shall provide construction site administration services during the duration of the project. The Consultant and Sub-Consultant(s) do not necessarily have to be on site concurrently if there are no critical activities taking place that require the Sub-Consultant's participation.

The services required shall include, but not be limited to; field observations sufficient to verify the quality and progress of construction work, conformance and compliance with the contract documents, and to attend/chair meetings as may be required by the Project Manager to resolve special issues.

Consultant and Sub-Consultant(s) shall conduct weekly site inspection/field observation visits. Site inspection/field observation visits may be conducted in conjunction with regularly scheduled bi-weekly construction job meetings, depending on the progress of work, for weeks that construction job meetings are scheduled. The Consultant and its Sub-Consultant(s) shall submit a field observation report for each site inspection to the Project Manager within three (3) calendar days of the site visit. Also, they shall conduct inspections during major construction activities including, but not limited to the following examples: concrete pours, steel and truss

installations, code inspections, final testing of systems, achievement of each major milestone required on the construction schedule, and requests from the Project Manager. The assignment of a full time on-site Sub-Consultant does not relieve the Consultant of its site visit obligation.

The Consultant shall refer to Section XIV. Contract Deliverables of this Scope of Work subsection entitled "Construction Phase" to determine the extent of services and deliverables required during this phase of the project.

G. SUB-CONSULTANT PARTICIPATION

It is the responsibility of the Consultant to ensure that they have provided adequate hours and/or time allotted in its technical proposal so that Sub-Consultants may participate in all appropriate phases and activities of this project or whenever requested by the Project Manager. This includes the various design meetings and construction job meetings, site visits, and close-out activities described in this Scope of Work. Field observation reports and/or meeting minutes are required to be submitted to the Project Manager within three (3) calendar days of the site visit or meeting. All costs associated with such services shall be included in the base bid of the Consultant's fee proposal.

H. DRAWINGS

1. Shop Drawings:

Each Contractor shall review the specifications and determine the numbers and nature of each shop drawing submittal. Five (5) sets of the documents shall be submitted with reference made to the appropriate section of the specification. The Consultant shall review the Contractor's shop drawing submissions for conformity with the construction documents within seven (7) calendar days of receipt. The Consultant shall return each shop drawing submittal stamped with the appropriate action, i.e. "Approved", "Approved as Noted", "Approved as Noted Resubmit for Records", "Rejected", etc. The Consultant shall provide an updated shop drawing log at each job meeting that highlights the status of all required shop drawings.

2. As-Built & Record Set Drawings:

The Contractor(s) shall keep the contract drawings up-to-date at all times during construction and upon completion of the project, submit AS-BUILT drawings to the Consultant with the Contractor(s) certification as to the accuracy of the information prior to final payment. All AS-BUILT drawings submitted shall be entitled AS-BUILT above the title block and dated.

The Consultant shall review the Contractor(s)' AS-BUILT drawings at each job progress meeting to ensure that they are up-to-date. Any deficiencies shall be noted in the progress meeting minutes.

The Consultant shall acknowledge acceptance of the AS-BUILT drawings by signing a transmittal indicating they have reviewed them and that they reflect the AS-BUILT conditions as they exist.

Upon receipt of the AS-BUILT drawings from the Contractor(s), the Consultant shall obtain the original reproducible drawings from DPMC and transfer the AS-BUILT conditions to the original full sized signed reproducible drawings to reflect RECORD conditions within fourteen (14) calendar days of receipt of the AS-BUILT information.

The Consultant shall note the following statement on the original RECORD-SET drawings. "The AS-BUILT information added to this drawing(s) has been supplied by the Contractor(s). The Architect/Engineer does not assume the responsibility for its accuracy other than conformity with the design concept and general adequacy of the AS-BUILT information to the best of the Architect's/Engineer's knowledge."

Upon completion, The Consultant shall deliver the RECORD-SET original reproducible drawings to DPMC who will acknowledge receipt in writing. This hard copy set of drawings and two (2) sets of current release AUTO CAD discs shall be submitted to DPMC. The discs shall contain all AS-BUILT drawings in both ".dwg" (native file format for AUTO CAD) and ".pdf" (*Adobe* portable document format) file formats.

I. CONSTRUCTION DEFICIENCY LIST

The Consultant shall prepare, maintain and continuously distribute an on-going deficiency list to the Contractor, Project Manager, and Client Agency Representative during the construction phase of the project. This list shall be separate correspondence from the field observation reports and shall not be considered as a punch list.

J. INSPECTIONS: SUBSTANTIAL & FINAL COMPLETION

The Consultant and Sub-Consultant(s) accompanied by the Project Manager, Code Inspection Group, Client Agency Representative and Contractor shall conduct site inspections to determine the dates of substantial and final completion. The Project Manager will issue the only recognized official notice of substantial completion. The Consultant shall prepare and distribute the coordinated punch list, written warranties and other related DPMC forms and documents, supplied by the Contractor, to the Project Manager for review and certification of final contract acceptance.

If applicable, the punch list shall include a list of attic stock and spare parts.

K. CLOSE-OUT DOCUMENTS

The Consultant shall review all project close-out documents as submitted by the Contractors to ensure that they comply with the requirements listed in the "Procedure for Architects and Engineers' Manual." The Consultant shall forward the package to the Project Manager within fourteen (14) calendar days from the date the Certificate of Occupancy/Certificate of Approval is issued. The Consultant shall also submit a letter certifying that the project was completed in accordance with the contract documents, etc.

L. CLOSE-OUT ACTIVITY TIME

The Consultant shall provide all activities and deliverables associated with the "Close-Out Phase" of this project as part of its Lump Sum base bid. The Consultant and/or Sub-Consultant(s) may not use this time for additional job meetings or extended administrative services during the Construction Phase of the project.

M. TESTING, TRAINING, MANUALS AND ATTIC STOCK

The Consultant shall ensure that all equipment testing, training sessions and equipment manuals required for this project comply with the requirements identified below.

1. Testing:

All equipment and product testing conducted during the course of construction is the responsibility of the Contractor. However, the Consultant shall ensure the testing procedures comply with manufacturers recommendations. The Consultant shall review the final test reports and provide a written recommendation of the acceptance/rejection of the material, products or equipment tested within seven (7) calendar days of receipt of the report.

2. Training:

The Consultant shall include in the specification that the Contractor shall schedule and coordinate all equipment training with the Project Manager and Client Agency representatives. It shall state that the Contractor shall submit the Operation and Maintenance (O&M) manuals, training plan contents, and training durations to the Consultant, Project Manager and Client Agency Representative for review and approval prior to the training session.

The Consultant shall ensure that the training session is video recorded by the Contractor. A copy of the recording shall be transmitted to the Project Manager on compact disk who will forward the material to the Client Agency for future reference.

All costs associated with the training sessions shall be borne by the Contractor installing the equipment. A signed letter shall be prepared stating when the training was completed and must be accompanied with the training session sign-in sheet as part of the project close-out package.

3. Operation & Maintenance Manuals:

The Consultant shall coordinate and review the preparation and issuance of the equipment manuals provided by the Contractor(s) ensuring that they contain the operating procedures, maintenance procedures and frequency, cut sheets, parts lists, warranties, guarantees, and detailed drawings for all equipment installed at the facility.

A troubleshooting guide shall be included that lists problems that may arise, possible causes with solutions, and criteria for deciding when equipment shall be repaired and when it must be replaced.

Include a list of the manufacturer's recommended spare parts for all equipment being supplied for this project.

A list of names, addresses and telephone numbers of the Contractors involved in the installations and firms capable of performing services for each mechanical item shall be included. The content of the manuals shall be reviewed and approved by the Project Manager and Client Agency Representative.

The Consultant shall include in the specification that the Contractor must provide a minimum of ten (10) "throwaway" copies of the manual for use at the training seminar and seven (7) hardbound copies as part of the project close-out package.

4. Attic Stock:

The Consultant shall determine and recommend whether "attic stock" should be included for all aspects of the project. If required, the Consultant shall specify attic stock items to be included in the project.

Prior to project close-out, the Consultant must prepare a comprehensive listing of all items for delivery by the Contractor to the Owner and in accordance with the appropriate specification/plan section. Items shall include, but not be limited to: training sessions, O&M manuals, as-built drawings, itemized attic stock requirements, and manufacturer guarantees/warranties.

N. CHANGE ORDERS

The Consultant shall review and process all change orders in accordance with the contract documents and procedures described below.

1. Consultant:

The Consultant shall prepare a detailed request for Change Order including a detailed description of the change(s) along with appropriate drawings, specifications, and related documentation and submit the information to the Contractor for the change order request submission. This will require the use of the current DPMC 9b form.

2. Contractor:

The Contractor shall submit a DPMC 9b Change Order Request form to the Project Manager within seven (7) calendar days after receiving the Change Order from the Consultant. The document shall identify the changed work in a manner that will allow a clear understanding of the necessity for the change. Copies of the original design drawings, sketches, etc. and specification pages shall be highlighted to clarify and show entitlement to the Change Order.

Copies shall be provided of job minutes or correspondence with all relative information highlighted to show the origin of the Change Order. Supplementary drawings from the Consultant shall be included if applicable that indicate the manner to be used to complete the changed work. A detailed breakdown of all costs associated with the change, i.e. material, labor, equipment, overhead, Sub-Contractor work, profit and bond, and certification of increased bond shall be provided.

If the Change Order will impact the time of the project, the Contractor shall include a request for an extension of time. This request shall include a copy of the original approved project schedule and a proposed revised schedule that reflects the impact on the project completion date. Documentation to account for the added time requested shall be included to support entitlement of the request such as additional work, weather, other Contractors, etc. This documentation shall contain dates, weather data and all other relative information.

3. Recommendation for Approval:

The Consultant shall evaluate the reason for the change in work and provide a detailed written recommendation for approval or disapproval of the Change Order Request including backup documentation of costs in CSI format and all other considerations to substantiate that decision.

4. Code Review:

The Consultant shall determine if the Change Order request will require Code review and shall submit six (6) sets of signed and sealed modified drawings and specifications to the DPMC Plan & Code Review Unit for approval or the Department of Community Affairs (DCA), if required. The Consultant must also determine and produce a permit amendment request if required.

5. Cost Estimate:

The Consultant shall provide a detailed cost estimate of the proposed Change Order Request, as submitted by the Contractor, in CSI format (latest edition) for all appropriate divisions and sub-divisions using a recognized estimating formula. The estimate shall then be compared with that of the Contractor's estimate. If any line item in the Consultant's estimate is lower than the corresponding line item in the Contractor's estimate, the Consultant in conjunction with the Project Manager is to contact the Contractor by telephone and negotiate the cost differences. The Consultant shall document the negotiated agreement on the Change Order Request form. If the Contractor's total dollar value changes based on the negotiations, the Consultant shall identify the changes on the Change Order Request form accordingly.

When recommending approval or disapproval of the change order, the Consultant shall be required to prepare and process a Change Order package that contains at a minimum the following documents:

- DPMC 9b Change Order Request
- DPMC 10 Consultant's Evaluation of Contractor's Change Order Request
- Consultant's Independent Detailed Cost Estimate
- Notes of Negotiations

6. Time Extension:

When a Change Order Request is submitted with both cost and time factors, the Consultant's independent cost estimate is to take into consideration time factors associated with the changed work. The Consultant is to compare its time element with that of the Contractor's time request and if there is a significant difference, the Consultant in conjunction with the Project Manager is to contact the Contractor by telephone and negotiate the difference.

When a Change Order Request is submitted for time only, the Consultant is to do an independent evaluation of the time extension request using a recognized scheduling formula.

Requests for extension of contract time must be done in accordance with the General Conditions Article 10.1 "Changes in the Work".

7. Submission:

The Consultant shall complete all of the DPMC Change Order Request forms provided and submit a completed package to the Project Manager with all appropriate backup documentation within seven (7) calendar days from receipt of the Contractor's change order request. The Consultant shall resubmit the package at no cost to the State if the change order package contents are deemed insufficient by the Project Manager.

8. Meetings:

The Consultant shall attend and actively participate at all administrative hearings or settlement conferences as may be called by Project Manager in connection with such Change Orders and provide minutes of those meetings to the Project Manager for distribution.

9. Consultant Fee:

All costs associated with the potential Contractor Change Order Requests shall be anticipated by the Consultant and included in the base bid of its fee proposal.

If the Client Agency Representative requests a scope change; and it is approved by the Project Manager, the Consultant may be entitled to be reimbursed through an amendment and in accordance with the requirements stated in paragraph 10.01 of this Scope of Work.

IX. PERMITS & APPROVALS

A. NJ UNIFORM CONSTRUCTION CODE PERMIT

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

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

http://www.state.nj.us/dca/divisions/codes/codreg/

1. NJ Uniform Construction Code (NJUCC) Plan Review

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

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

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

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

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

Joyce Spitale, DPMC
PO Box 235
Trenton, NJ 08625-0235
Joyce.Spitale@treas.nj.gov 609-943-5193

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

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

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

2. NJ Uniform Construction Code Permit

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

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

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

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

3. Prior Approval Certification Letters:

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

In addition to the general certification letter discussed above, the following specific prior approval certification letters, where applicable, shall be submitted by the Consultant to the DPMC Plan & Code Review Unit Manager: Soil Erosion & Sediment Control, Water & Sewer

Treatment Works Approval, Coastal Areas Facilities Review, Compliance of Underground Storage Tank Systems with N.J.A.C. 7:14B, Pinelands Commission, Highlands Council, Well Construction and Maintenance; Sealing of Abandoned Wells with N.J.A.C. 7:9D, Certification that all utilities have been disconnected from structures to be demolished, Board of Health Approval for Potable Water Wells, Health Department Approval for Septic Systems. It shall be noted that in accordance with N.J.A.C. 5:23-2.15(a)5, a permit cannot be issued until the letter(s) of certification is received.

4. Multi-building or Multi-site Permits:

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

5. Special Inspections:

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

Bulletin 03-5 can be found at:

http://www.state.nj.us/dca/divisions/codes/publications/pdf_bulletins/b_03_5.pdf

a. Definition:

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

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

b. Responsibilities:

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

B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS

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

The Consultant may refer to the Division of Property Management and Construction "Procedures for Architects and Engineers Manual", Section 6.4.8, 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.

C. STATE INSURANCE APPROVAL

If requested by the using agency or DPMC design management, plans and specifications shall be submitted to the State insurance underwriter for review and comment. The plans shall be sent directly by the consultant and a copy of the comments, if any, shall be provided to the DPMC Plan & Code Review Unit for its information. The Consultant shall review all the comments and, with agreement of the Project Team, modify the documents while adhering to the project's SOW requirements, State code requirements, schedule, budget, and Consultant fee.

D. PUBLIC EMPLOYEES OCCUPATIONAL SAFETY & HEALTH PROGRAM

A paragraph shall be included in the design documents, if applicable to this project that states: The Contractor shall comply with all the requirements stipulated in the Public Employees Occupational Safety & Health Program (PEOSHA) document, paragraph 12:100-13.5 entitled "Air quality during renovation and remodeling". The Contractor shall submit a plan demonstrating the measures to be utilized to confine the dust, debris, and air contaminants in the renovation or construction area of the project site to the Project Team prior to the start of construction.

The link to the document is:

http://www.nj.gov/health/workplacehealthandsafety/peosh/peosh-health-standards/iaq.shtml

E. PERMIT MEETINGS

The Consultant shall attend and chair all meetings with Permitting Agencies necessary to explain and obtain the required permits.

F. MANDATORY NOTIFICATIONS

The Consultant shall include language in Division 1 of the specification that states the Contractor shall assure compliance with the New Jersey "One Call" Program (1-800-272-1000) if any excavation is to occur at the project site.

The One Call Program is known as the "New Jersey Underground Facility Protection Act", refer to N.J.A.C. 14:2.

G. CONSULTANT FEE

The Consultant shall determine the efforts required to complete and submit all permit applications, obtain and prepare supporting documentation, attend meetings, etc., and include the total cost in the base bid of its fee proposal under the "Permit Phase".

X. GENERAL REQUIREMENTS

A. SCOPE CHANGES

The Consultant must request any changes to this Scope of Work in writing. An approved DPMC 9c Consultant Amendment Request form reflecting authorized scope changes must be received from the Consultant prior to undertaking any additional work. The DPMC 9c form must be approved and signed by the Director of DPMC and written authorization issued from the Project Manager prior to any work being performed by the Consultant. Any work performed without the executed DPMC 9c form is done at the Consultant's own financial risk.

B. ERRORS AND OMISSIONS

The errors and omissions curve and the corresponding sections of the "Procedures for Architects and Engineers Manual" are eliminated. All claims for errors and omissions will be pursued by the State on an individual basis. The State will review each error or omission with the

Consultant and determine the actual amount of damages, if any, resulting from each negligent act, error or omission.

C. ENERGY INCENTIVE PROGRAM

The Consultant shall review the programs described on the "New Jersey's Clean Energy Program" website at: http://www.njcleanenergy.com as well as New Jersey electric and gas utility websites to determine if any proposed upgrades to the mechanical and/or electrical equipment and systems for this project qualify for "New Jersey Clean Energy Program" or utility approved rebates and incentives.

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.

XI. 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 plan reviews, permits, certificates, and approvals (excluding the NJ Uniform Construction Code permit) and include that amount in their fee proposal line item entitled **"Plan Review and Permit Fee Allowance",** refer to Paragraph IX.A. A breakdown of each permit and application fee shall be attached to the fee proposal for reference.

NOTE: The NJ Uniform Construction Code permit is excluded since it will be paid by the State.

3. Applications:

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

4. Consultant Fee:

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

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

B. UTILITY DESIGN ALLOWANCE

The Design Consultant shall estimate all design and construction administration costs associated with the potential upgrades to the two (2) site utilities and include this amount in their fee proposal line item entitled **"Utility Upgrade Design Allowance"**. The DPMC/NJBA Project Manager will monitor the utilization of this funding and any unused portion will be returned to the State at the completion of each project

C. FINE ARTS INCLUSION ALLOWANCE

An allowance in the amount of $25,000 has been provided on the Professional Services Fee Proposal Sheet line item entitled **"Fine Arts Inclusion Allowance"**. This amount may be used to cover the costs associated with the fine arts coordination meetings and any building and/or site design alterations necessary to accommodate the fine arts work prepared by an artist under a separate State contract. The DPMC/NJBA Project Manager will monitor the utilization of this funding and any unused portion will be returned to the State at the completion of each project

D. EARLY BID PACKAGES FOR SITE DEVELOPMENT ALLOWANCE

The Design Consultant shall estimate all design/permit and construction administration costs associated with the potential early bid packages to ready the sites for development including but not limited to the abatement of environmental issues and include this amount in their fee proposal line item entitled **"Early Bid Packages for Site Development Allowance".** The DPMC/NJBA Project Manager will monitor the utilization of this funding and any unused portion will be returned to the State at the completion of each project

XII. SUBMITTAL REQUIREMENTS

A. CONTRACT DELIVERABLES

All submissions shall include the Contract Deliverables identified in Section XIV of this Scope of Work and described in the DPMC Procedures for Architects and Engineers Manual.

B. CATALOG CUTS

The Consultant shall provide catalog cuts as required by the DPMC Plan & Code Review Unit during the design document review submissions. Examples of catalog cuts include, but are not limited to: mechanical equipment, hardware devices, plumbing fixtures, fire suppression and alarm components, specialized building materials, electrical devices, etc.

C. PROJECT DOCUMENT BOOKLET

The Consultant shall submit all of the required Contract Deliverables to the Project Manager at the completion of each phase of the project. All reports, meeting minutes, plan review comments, project schedule, cost estimate in CSI format (latest edition), correspondence, calculations, and other appropriate items identified on the Submission Checklist form provided in the A/E Manual shall be presented in an 8½" x 11" bound "booklet" format.

D. DESIGN DOCUMENT CHANGES

Any corrections, additions, or omissions made to the submitted drawings and specifications at the Permit Phase of the project must be submitted to DPMC Plan & Code Review Unit as a complete document. Corrected pages or drawings may not be submitted separately unless the Consultant inserts the changed page or drawing in the original documents. No Addendums or Bulletins will be accepted as a substitution to the original specification page or drawing.

E. SINGLE-PRIME CONTRACT

All references to "separate contracts" in the Procedures for Architects and Engineers Manual, Chapter 8, shall be deleted since this project will be advertised as a "Single Bid" (Lump Sum All Trades) contract. The single prime Contractor will be responsible for all work identified in the drawings and specifications.

The drawings shall have the required prefix designations and the specification sections shall have the color codes as specified for each trade in the DPMC Procedure for Architects and Engineers Manual.

The Consultant must still develop the Construction Cost Estimate (CCE) for each trade and the amount shall be included on the DPMC-38 Project Cost Analysis form where indicated. This document shall be submitted at each design phase of the project and updated immediately prior to the advertisement to bid.

XIII. 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 and verifies that the work will not conflict with the existing or future construction activities of other projects at the site.

SOW APPROVED BY: James Wright 9/1/2022
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: 9/2/2022
PHIL JOHNSON, PROJECT MANAGER DATE
NEW JERSEY BUILDING AUTHORITY

SOW APPROVED BY: Vincent Campanella 9/6/2022
VINCENT CAMPANELLA, CHIEF OF CONSTRUCTION DATE
NEW JERSEY BUILDING AUTHORITY

SOW APPROVED BY: Thomas Guerriero 9/6/2022
THOMAS GUERRIERO, ENGINEER IN CHARGE DATE
JUVENILE JUSTICE COMMISSION

SOW APPROVED BY: Richard S Flodmand 9/16/22
RICHARD FLODMAND, DEPUTY DIRECTOR DATE
DIV PROPERTY MGT & CONSTRUCTION

XIV. CONTRACT DELIVERABLES

The following is a listing of 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," Volumes I and II, 2nd Edition, dated January, 1991 to obtain a more detailed description of the deliverables required for each item listed below.

The numbering system used in this "Contract Deliverables" section of the scope of work corresponds to the numbering system used in the "Procedures for Architects and Engineers" manual and some may have been deleted if they do not apply to this project.

SCHEMATIC DESIGN PHASE: 25% Complete Design Documents (Minimum)

6.1 Project Schedule (Update Bar Chart Schedule)

6.2 Meetings & Minutes (Minutes within seven (7) calendar days of meeting)

6.3 Correspondence

6.4 Submission Requirements

- 6.4.1 A/E Statement of Site Visit, As-Built Drawing Verification (if available)
- 6.4.2 Space Analysis & Program Requirements
- 6.4.3 Special Features Description: communications, security, fire protection, special structural features, etc.
- 6.4.4 Site Evaluation
- 6.4.5 Borings, Surveys, and Soils Analysis (provided with plan submission)
- 6.4.6 Fine Arts Inclusion (all new construction projects regardless of CCE)
- 6.4.7 Design Rendering/Sketches
- 6.4.8 Regulatory Agency Approvals
  - 6.4.8.1 NJ Department of Agriculture
    - (a) Soil Erosion (land disturbance over 5000 s.f.)
  - 6.4.8.2 NJ Department of Community Affairs
    - (a) UCC Permit for Building Construction
  - 6.4.8.3 NJ Department of Environmental Protection
    - (g) Wetlands Development Permit
    - (j) Stream Encroachment
    - (n) Sewage System Construction
  - 6.4.8.5 NJ Department of Transportation
    - (a) Highway Access Driveway
    - (b) Drain on to Highway

(c) Highway Utility Access

6.4.8.6 Delaware and Raritan Canal Commission

(a) Within D&R Canal

6.4.8.8 Pinelands Commission

(a) Construction within Pinelands

6.4.9 Utility Availability for:
Sanitary Service
Storm Water
Domestic Water
Gas Service
Fire Service
Electric Service
Telephone Service
Cable Service

6.4.10 Drawings: 6 sets
Cover Sheet (See A/E Manual for format)
Site Plan
Site Utility Plan
Floor Plans
Elevations
Sections/Details
Structural Narrative
HVAC Narrative
Electrical Narrative

6.4.11 Specifications: 6 sets (See A/E Manual for format, include Division 1 and edit to describe the administrative and general requirements of the project)

6.4.12 Current Working Estimate in CSI Format & Cost Analysis 38 Form

6.4.13 Bar Chart of Design and Construction Schedule

6.4.14 Oral Presentation of Submission to Project Team

6.4.15 SOW Compliance Statement

6.4.16 This Submission Checklist (See A/E Manual, Figure 6.4.16 for format)

6.4.17 Deliverables Submission in Booklet Form: 7 sets

6.5 Approval

6.5.1 Respond to Submission Comments

6.6 Submission Forms

Figure 6.4.10 Plan Review Record Sheet
Figure 6.4.12 Current Working Estimate/Cost Analysis
Figure 6.4.16 Submission Checklist

DESIGN DEVELOPMENT PHASE: 50% Complete Design Documents (Minimum)

7.1 Project Schedule (Update Bar Chart Schedule)

7.2 Meetings & Minutes (Minutes within seven (7) calendar days of meeting)

7.3 Correspondence

7.4 Submission Requirements

7.4.1 A/E Statement of Site Visit, As-Built Drawing Verification (if available)
7.4.2 Space Analysis & Program Requirements (if changed from Schematic Phase)
7.4.3 Special Features Description: communications, security, fire protection, special structural features, etc.
7.4.4 Site Evaluation
7.4.5 Borings, Surveys, and Soils Analysis (provided with plan submission)
7.4.6 Fine Arts Inclusion (all new construction projects regardless of CCE)
7.4.7 Design Rendering/Sketches
7.4.8 Regulatory Agency Approvals (See Section 6.4.8 for listing)
7.4.9 Confirm Utility Availability (On Site & Public)
Sanitary Service
Storm Water
Domestic Water
Gas Service
Fire Service
Electric Service
Telephone Service
Cable Service
Tank Locations & Sizes
7.4.10 Drawings: 6 sets
Cover Sheet (See A/E Manual for format)
Site Plan
Site Utility Plan
Floor Plans
Elevations
Sections/Details
Structural Drawings, Seismic Design Load Criteria
HVAC Drawings, Heating & Cooling Equipment Schedules
Economic Comparison of Proposed vs. Alternate Fueled System
Plumbing Drawings, Pipe Distribution & Riser Details, Fixture Schedule
Fire Protection Drawings, Hydraulic Calcs, Water Pressure & Flow Data

Electrical Drawings, Riser Diagram, Panel Schedules, Service Size, Lighting Design
Emergency Power Equipment & Source

7.4.11 Specifications: 6 sets (See A/E Manual for format, include Division 1 and edit to describe the administrative and general requirements of the project)
7.4.12 Current Working Estimate in CSI Format & Cost Analysis 38 Form
7.4.13 Bar Chart of Design and Construction Schedule
7.4.14 Oral Presentation of Submission to Project Team
7.4.15 SOW Compliance Statement
7.4.16 This Submission Checklist (See A/E Manual, Figure 6.4.16 for format)
7.4.17 Deliverables Submission in Booklet Form: 7 sets

7.5 Approval

7.5.1 Respond to Submission Comments

7.6 Submission Forms

Figure 7.4.12 Current Working Estimate/Cost Analysis
Figure 7.4.16 Submission Checklist

FINAL DESIGN PHASE 100% Complete Construction Documents

This Final Design Phase may require more than one submission based on the technical quality and code conformance of the design documents.

8.1 Schedule (Update Bar Chart Schedule)

8.2 Meeting & Minutes (Minutes within seven (7) calendar days of meeting)

8.3 Correspondence

8.4 Submission Requirements

8.4.1 A/E Statement of Site Visit
8.4.2 Space Analysis
8.4.3 Special Features Description: communications, security, fire protection, special structural features, etc.
8.4.4 Site Evaluation
8.4.5 Borings, Surveys, Soils Analysis (provided with plan submission)
8.4.6. Fine Arts Inclusion
8.4.7 Framed Rendering and Photographs
8.4.8 Regulatory Agency Approvals (Include itemized list specific to this project)

8.4.10 Drawings: 6 sets
8.4.11 Specifications: 6 sets
8.4.12 Current Working Estimate in CSI Format & Cost Analysis 38 Form
8.4.13 Bar Chart of Design and Construction Schedule
8.4.14 Oral Presentation of this Submission to Project Team
8.4.15 Plan Review/SOW Compliance Statement
8.4.16 This Submission Checklist
8.4.17 Deliverables Submission in Booklet Form: 7 sets

8.5 Approvals

8.5.1 Respond to Submission Comments

PERMIT APPLICATION PHASE

This Permit Application Phase should not include any additional design issues. Design documents shall be 100% complete at the Final Design Phase.

8.6 Permit Application Submission Requirements

8.6.1 - 8.6.7: If all of the deliverables of these sections have been previously submitted to DPMC and approved there are no further deliverables due at this time
8.6.8 Regulatory Agency Approvals
(a) UCC Permit Application & Technical Sub-codes completed by A/E
8.6.9 Utility Availability Confirmation
8.6.10 Signed and Sealed Drawings: 6 sets
8.6.11 Signed and Sealed Specifications: 6 sets
8.6.12 Current Working Estimate/Cost Analysis
8.6.13 Bar Chart Schedule
8.6.14 Project Presentation (N/A this Project)
8.6.15 Plan Review/SOW Compliance Statement
8/6.16 Submission Checklist

8.7 Approvals

8.8 Submission Forms

Figure 8.4.12 Current Working Estimate/Cost Analysis
Figure 8.4.16 Submission Checklist (Final Review Phase)
Figure 8.6.12-b Bid Proposal Form (Form DPMC -3)
Figure 8.6.12-c Notice of Advertising (Form DPMC -31)
Figure 8.6.16 Submission Checklist (Permit Phase)
Figure 8.7 Bid Clearance Form (Form DPMC -601)

BIDDING AND CONTRACT AWARD

9.0 Bidding Phase Requirements

9.01 Original Drawings signed & sealed by A/E and drawings on compact disk (CD) in *Adobe Portable Document Format (.*pdf)
9.02 One Unbound Specification Color Coded per A/E Manual Section 8.4.11 and specifications on compact disk (CD) in *Adobe Portable Document Format (.*pdf)
` 9.03 Bid Documents Checklist
9.04 Bid Proposal Form
9.05 Notice for Advertising

9.1 Chair Pre-Bid Conference/Mandatory Site Visit

9.2 Prepare Bulletins

9.3 Attend Bid Opening

9.4 Recommendation for Contract Award

9.4.1 Prepare Letter(s) of Recommendation for Award & Cost Analysis

9.5 Attend Post Bid Review Meeting(s)

9.6 Submission Checklist

9.7 Submission Forms

Figure 9.4.1 Cost Analysis
Figure 9.6 Submission Checklist

CONSTRUCTION PHASE

10.1 Site Construction Administration

10.2 Pre-Construction Meeting

10.3 Construction Job Meetings

10.3.1 Agenda: Schedule and Chair Construction Job Meetings
10.3.2 Minutes: Prepare and Distribute Minutes within 3 working days of meeting
10.3.3 Schedules; Approve Contractors' Schedule & Update

10.3.4 Minutes Format: Prepare Job Meeting Minutes in approved format, figure 10.3.4-a

10.4 Correspondence

10.5 Prepare and Deliver Conformed Drawings

10.7 Approve Contractors Invoicing and Payment Process

10.8 Approve Contractors 12/13 Form for Subs, Samples and Materials

10.10 Approve Test Reports

10.11 Approve Shop Drawings

10.12 Construction Progress Schedule

10.12.1 Construction Progress Schedule
10.12.2 CPM Consultant

10.13 Review & Recommend or Reject Change Orders

10.13.1 Scope Changes
10.13.2 Construction Change Orders
10.13.3 Field Changes

10.14 Construction Photographs

10.15 Submit Field Observation Reports

10.16 Submission Forms

Figure 10.3.4-a Job Meeting Format of Minutes
Figure 10.3.4-b Field Report
Figure 10.6 DPMC Insurance Form-24
Figure 10.6-a Unit Schedule Breakdown
Figure 10.6-b Monthly Estimate for Payment to Contractor DPMC 11-2
Figure 10.6-c Monthly Estimate for Payment to Contractor DPMC 11-2A
Figure 10.6-d Invoice DPMC 11
Figure 10.6-e Prime Contractor Summary of Stored Materials DPMC 11-3
Figure 10.6-f Agreement & Bill of Sale certificate for Stored Materials DPMC 3A
Figure 10.7-a Approval Form for Subs, Samples & Materials DPMC 12
Figure 10.7-b Request for Change Order DPMC 9b
Figure 10.9 Transmittal Form DPMC 13

Figure 10.10 Submission Checklist

PROJECT CLOSE-OUT PHASE

11.1 Responsibilities: Plan, Schedule and Execute Close-Out Activities

11.2 Commencement: Initiate Close-Out w/DPMC 20A Project Close-Out Form

11.3 Develop Punch List & Inspection Reports

11.4 Verify Correction of Punch List Items

11.5 Determination of Substantial Completion

11.6 Ensure Issuance of "Temporary Certificate of Occupancy or Approval"

11.7 Initiation of Final Contract Acceptance Process

11.8 Submission of Close-Out Documentation

11.8.1 As-Built & Record Set Drawings, 3 sets AUTOCAD Discs Delivered to DPMC
11.8.2 (a) Maintenance and Operating manuals, Warranties, etc.: 7 sets each
(b) Guarantees
(c) Testing and Balancing Reports
(d) Boiler Inspection Certificates
(e) Shop Drawings
(f) Letter of Contract Performance
11.8.3 Final Cost Analysis-Insurance Transfer DPMC 25
11.8.4 This Submission Checklist

11.9 Final Payment

11.9.1 Contractors Final Payment
11.9.2 A/E Invoice and Close-Out Forms for Final Payment

11.10 Final Performance Evaluation of the A/E and the Contractors

11.11 Ensure Issuance of a "Certificate of Occupancy or Approval"

11.12 Submission Forms

Figure 11.2 Project Close-Out Documentation List DPMC 20A
Figure 11.3-a Certificate of Substantial Completion DPMC 20D

Figure 11.3-b Final Acceptance of Consultant Contract DPMC 20C
Figure 11.5 Request for Contract Transition Close-Out DPMC 20X
Figure 11.7 Final Contract Acceptance Form DPMC 20
Figure 11.8.3-a Final Cost Analysis
Figure 11.8.3-b Insurance Transfer Form DPMC 25
Figure 11.8.4 Submission Checklist

XV. EXHIBITS

The attached exhibits in this section will include a sample project schedule, and any supporting documentation to assist the Consultant in the design of the project such as maps, drawings, photographs, floor plans, studies, reports, etc.

A. SAMPLE PROJECT SCHEDULE FORMAT
B. PROJECT SITE LOCATION MAP – JJC EWING SITE
C. PROJECT SITE LOCATION MAP – JJC WINSLOW SITE
D. JJC PROTOTYPE/MODEL YOUTH JUSTICE FACILITY FINAL DRAFT REPORT

END OF SCOPE OF WORK

February 7, 1997
Rev.: January 29, 2002

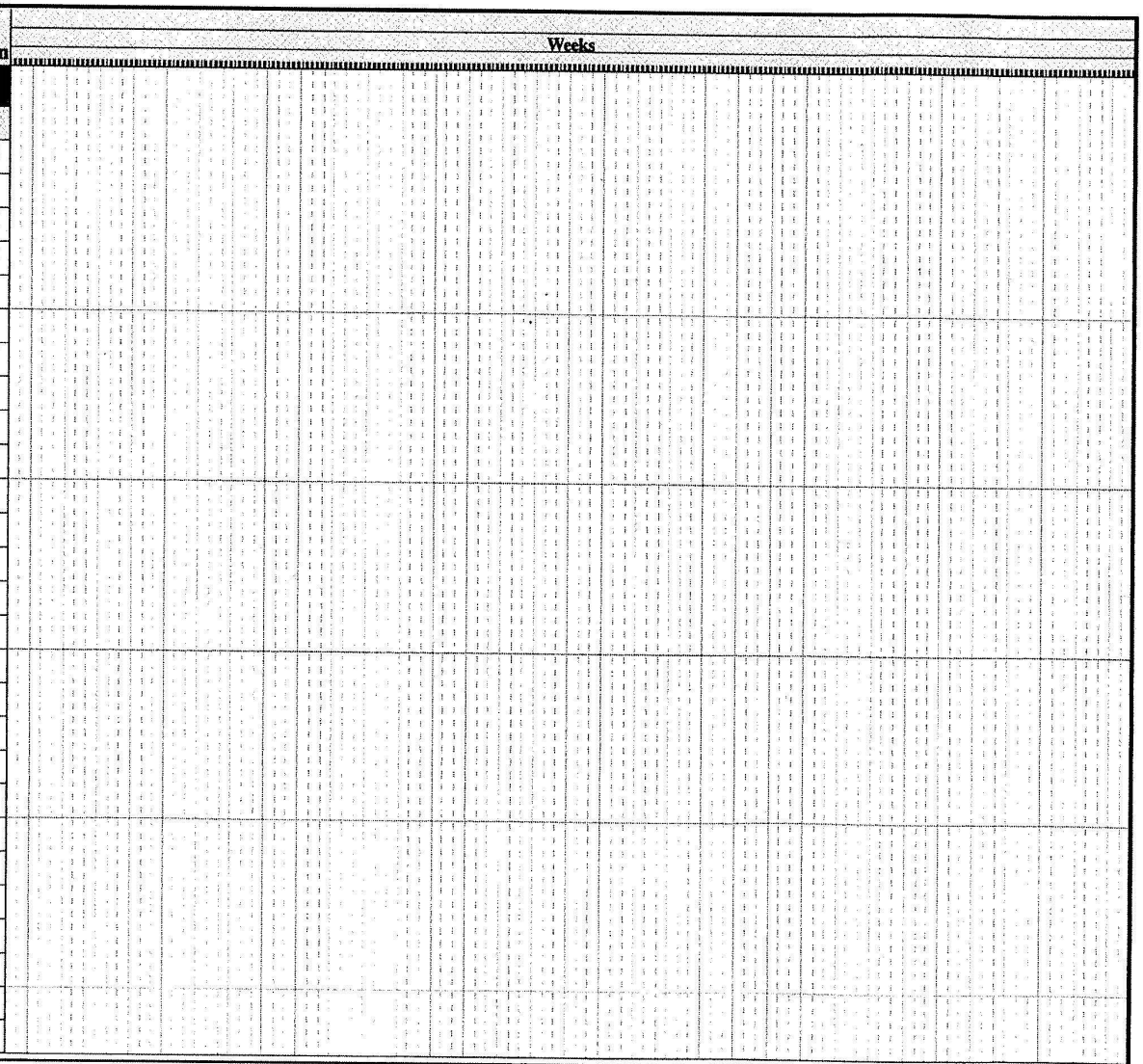
Responsible Group Code Table

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

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

EXHIBIT 'A'

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



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

DBCA - TEST

Sheet 1 of 3

Bureau of Design & Construction Services

EXHIBIT 'A'

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

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

Bureau of Design & Construction Services

EXHIBIT 'A'

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

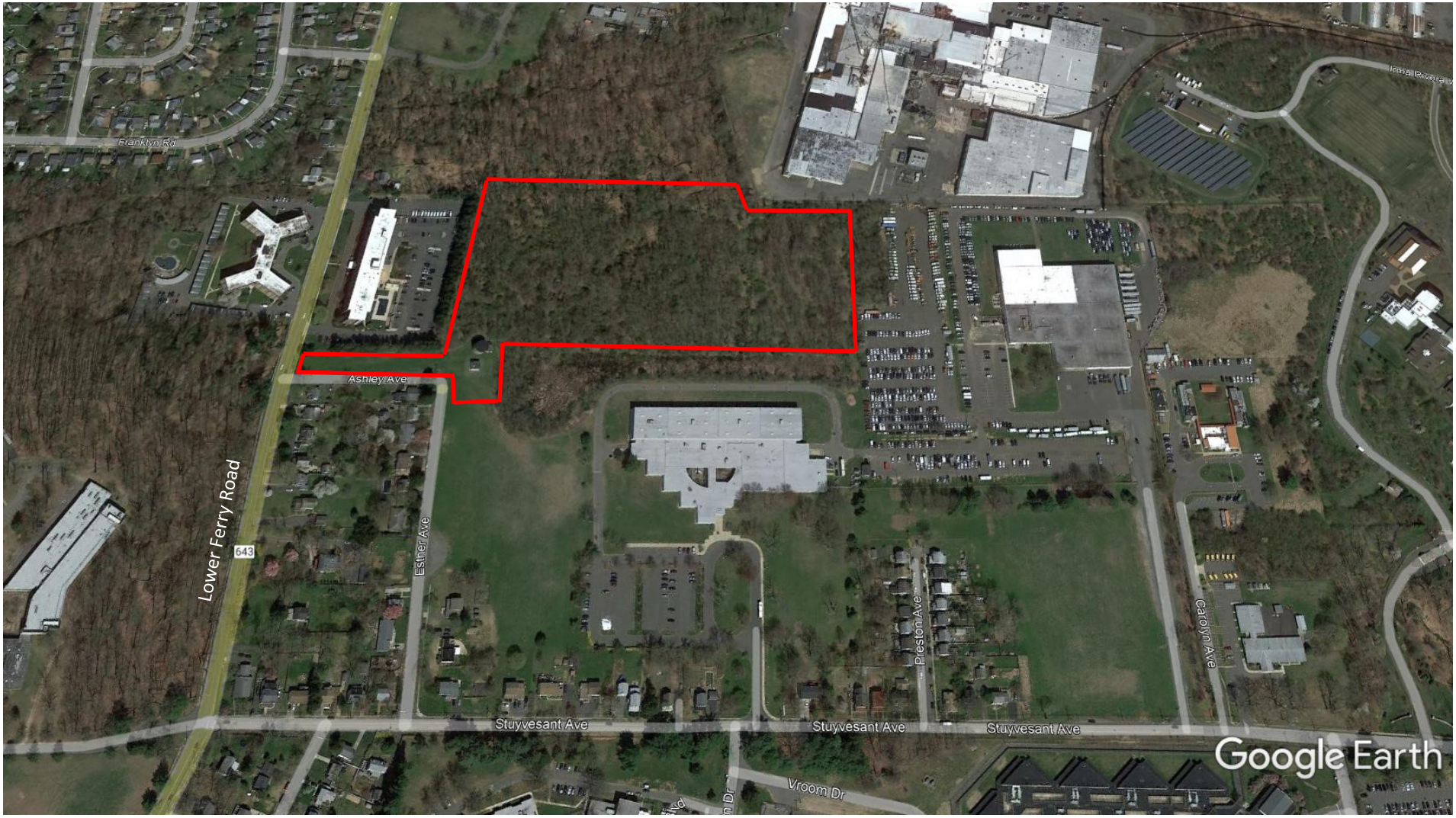
NOTE:
Refer to section "IV Project Schedule" of the Scope of Work for contract phase durations.

DBCA - TEST

Sheet 3 of 3

Bureau of Design & Construction Services

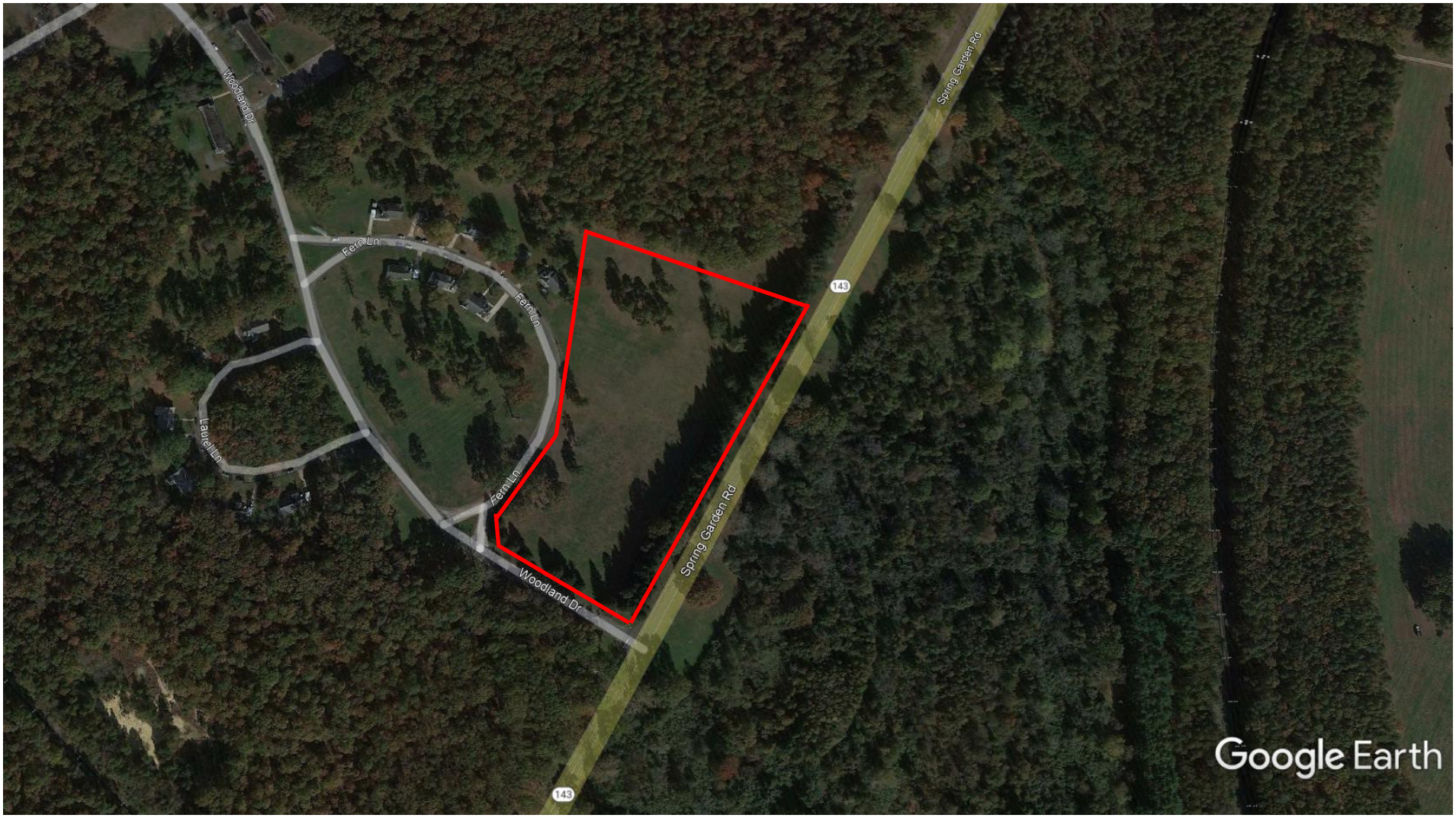
EXHIBIT 'A'



Project Site Location Map

JJC Ewing Site

EXHIBIT 'B'



Project Site Location Map

JJC Winslow Site

EXHIBIT ‘C’

JUVENILE JUSTICE COMMISSION
PROTOTYPE/MODEL YOUTH JUSTICE FACILITY
FINAL DRAFT REPORT

The State Of New Jersey | December 06, 2019

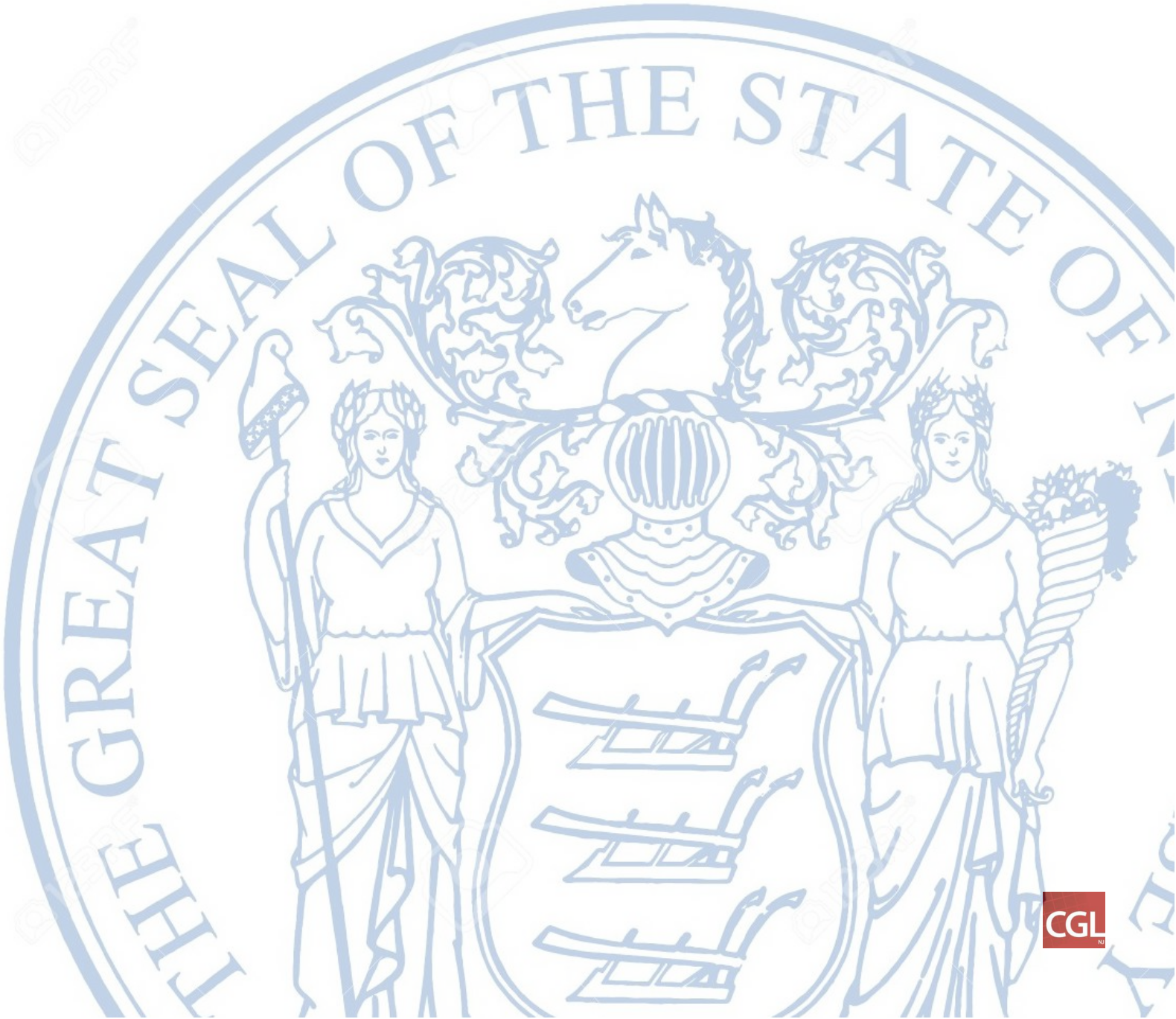


EXHIBIT 'D'

EXHIBIT 'D'

ADVISORY, CONSULTATIVE, DELIBERATIVE, SECURITY SENSITIVE AND CONFIDENTIAL MATERIAL

EXHIBIT 'D'

EXHIBIT 'D'

PROJECT TEAM

The Juvenile Justice Commission Prototype/Model Youth Justice Facility Report is the product of a collaborative programming and design effort of the New Jersey Building Authority (NJBA), the Division of Property Management and Construction (DPMC), the Juvenile Justice Commission (JJC), and CGL.

Project Core Team Agencies

NJBA / DPMC: As the contract agency for the State of New Jersey, the NJBA in partnership with DPMC managed the Prototype / Model Juvenile Facility Program on behalf of the New Jersey Treasury. These agencies provided guidance on issues relative to project budget, scope of work, and schedule. In addition, DPMC staff provided continued support by attending all key meetings and touring other youth facilities. Their contribution in this regard was invaluable for both keeping the consultants' scope items focused and on time, and to align the resulting juvenile justice commission program of requirements to existing financial resources and the allocated project budget.

JJC: As the end user of the Prototype / Model Juvenile Facility, the JJC provided direction and guidance throughout the entire process. JJC key representatives attended all user interviews, workshops, project meetings and facility visits, guiding this project with knowledge and wisdom. JJC staff were key in formulating the vision and mission for the new prototype/ model facility; providing prompt access to information, and ensuring that the conceptual design serves the effort of transforming system operations and the delivery of therapeutic services to maximize positive outcomes for the youth and the families in its care and custody. JJC staff also provided valuable critique throughout the writing of this report.

Project Consultant

CGL: An architecture and planning firm specializing in justice facilities, CGL was retained by the State of New Jersey as expert consultants to provide services for the programming and conceptual design of the new Prototype / Model Juvenile Youth Justice Facility. CGL staff have decades of experience and expertise in designing socially responsible facilities of similar nature and scope: small, regional and state-of-the-art facilities that are youth-centered, trauma-informed, and implement best practices and the latest trends in evidence-based design. Ellana, PSE Security and Langan Engineers acted as CGL's sub-consultants.

EXHIBIT 'D'

TABLE OF CONTENTS

EXHIBIT 'D'

INTRODUCTION

EXHIBIT 'D'

EXHIBIT 'D'

PROJECT BACKGROUND

Since 2004, the New Jersey Juvenile Justice Commission (JJC) has been collaborating with the Anne E. Casey Foundation to establish more constructive and effective approaches to juvenile detention. The commitment of the JJC and the Judiciary to implement the Foundation's Juvenile Detention Alternatives Initiative (JDAI) in collaboration with multiple juvenile justice actors and stakeholders at the state and local level has resulted in a significant reduction in New Jersey's youth incarceration rates. Between 2000 and 2018, the total population of confined youth in secure detention facilities was decreased by 70%.

Although JDAI focuses primarily on the pre-disposition detention system, this reduction of the detention population has had a broader impact on other parts of the juvenile justice system, leading to a reduced reliance on commitments to JJC custody. Across the 19 JDAI sites active in 2017, commitments to the JJC had been cut by more than three-quarters. This represents an overall 83% decrease in the number of youth ultimately committed to state custody.

New Jersey's juvenile justice reform continues, with JJC and its partner agencies working to support positive outcomes across all aspects of the juvenile justice system: from expanding youth and family services in communities to rethinking and designing a new model of therapeutic secure facilities. And, where for safety reasons, a secure facility is determined to be the most appropriate placement for a young person (e.g. for the most serious, violent and chronic juvenile offenders), JJC is committed to keeping youth as close to their communities and families as feasible.

Research shows that youth are better served in small-group, homelike secure settings that are closer to their home communities, and that incorporate constant therapy and intensive services under the direct guidance of well-trained counselors and positive role models.

EXHIBIT 'D'

New Jersey Training School for Boys

Female Secure Care and Intake Facility

Existing Facilities

At present, youth committed to JJC are placed in the New Jersey Training School for Boys ("Jamesburg") in Monroe Township and the Female Secure Care and Intake Facility ("Hayes") in Bordentown. These facilities are located far away from the young people's families, making it difficult to ensure sustained family engagement and support or to draw on extended networks. In addition, while the Hayes facility was re-purposed back in the late 90's, gutted and brought up to code, the Jamesburg facility is aging and requires significant on-going preservation and costly maintenance efforts. From a physical plant perspective, the buildings have antiquated designs and many physical conditions shortcomings, which pose additional challenges for maintaining safety and security and results in significant staff and operational deficiencies. And, given the dramatic reduction in overall capacity demand, these large congregate facilities are largely empty, which results in only a small percentage of both campuses' grounds and square footage being utilized.

As such, a cornerstone of the long-term transformation of the system is to close the 150-year-old "Jamesburg" and the "Hayes" facilities. Neither of these two facilities meets contemporary standards for evidence-based design. JJC is committed to replace these two facilities with smaller, youth-centered, and state-of-the-art rehabilitation centers that are strategically located throughout the State. These new facilities should be treatment-focused, holistic and provide youth with access to the culturally sensitive and developmentally-appropriate services shown by research to assist youth and strengthen families: family-focused care, evidence-informed counseling, cognitive behavioral therapy, trauma-informed therapeutic treatment, educational support, mental and behavioral health treatment, and enhanced transition and wrap-around services.

EXHIBIT 'D'

Within this context, in September 2018 the State of New Jersey published a proposal for the creation of a Prototype / Model Youth Justice Facility. The prototype facility should represent best practice in terms of design features that simultaneously enhance the safety of staff and youth while fostering the delivery of therapeutic services in a normative, safe and developmentally appropriate environment, rather than simply holding youth in secure custody.

EXHIBIT 'D'

EXHIBIT 'D'

ENVISIONING THE FUTURE

JJC envisions the creation of a world class model youth facility that is on the cutting-edge, represents a paradigm shift in the use of secure confinement (from punishment and retribution to treatment and rehabilitation), and an icon to the movement of juvenile justice reform.

Importantly, these new facilities cannot—and must not—be, look, and feel institutional. Instead, these facilities should be small, youth-focused, residential-like, and imbued with a diversity of programs and needed social services for effective youth rehabilitation and development.

Aligned with this vision is the desire to design a secure setting that provides a small group of youth requiring higher levels of supervision in a safe, residential, therapeutic, and trauma-informed environment needed to work for their healing, compassion, and restoration.

EXHIBIT 'D'

With this philosophy in mind, the JJC's goals and objectives for this project are:

- To replace the existing large, congregate care secure institutions with smaller, state-of-the-art regional facilities that are closer to the youths homes.
- To model the new regional facilities after best practice in terms of design features, nationally recognized operations, and proven treatment interventions for youth.
- To fashion a secure program in a setting that evokes the feel of a boarding high school or small community college and conveys a new message to the youth, their families, staff and public at large.
- To serve residents in a positive and youth-friendly environment where youth can be youth, build trust and confidence, and develop the knowledge, attitudes, pro-social behaviors and life skills necessary to become self-sufficient and productive citizens.
- To focus on treating trauma and applying principles of trauma-informed care to the spaces, design and the built environment.
- To provide a wide range of innovative and specialized programs and services that are based on a rigorous and sound assessment of youth risks and resiliency.
- To focus on developing individualized plans tailored to the unique age, vulnerability, maturity level and needs of each resident.
- To provide an intensive and structured schedule of high-quality care and services that effectively engage youth in constructive and productive activities throughout the course of each day, therefore maximizing daily out-of-bedroom hours.
- To support and strongly encourage youth interaction with family and community-based treatment programs for a safe transition back into the community by establishing priority access to family services and support networks.
- To maximize opportunities for collaboration and interaction with the community as partners in the rehabilitation and re-entry processes by providing spaces accessible to the public for meetings, workshops, training and other community purposes.

EXHIBIT 'D'

PROJECT APPROACH AND METHODOLOGY I.

EXHIBIT 'D'

The Prototype / Model Youth Justice Facility project encompassed two major phases, a Programming Phase and a Conceptual Design Phase.

The *Programming Phase* involved the establishment of the specific operational and space program requirements for the Prototype / Model Youth Justice Facility. It comprised the following activities: establishing project parameters, conducting user interviews to determine spatial and programmatic needs, conducting site visits to current JJC facilities and peer juvenile facilities in other states, and developing the design criteria for a Preliminary Prototype / Model Youth Justice Facility. This phase concluded with the development of a Juvenile Justice Commission Program (architectural space program and functional narrative).

The *Conceptual Design Phase* involved an evaluation of selected sites for this project and the development of a conceptual design for the proposed prototype building taking into account available site acreage, programmatic and space requirements. This phase also included the development of a cost estimate for all building elements of the new prototype facility.

In order to satisfy the objectives of this project and develop the design standards and criteria, the following six (6) major tasks were completed over a 7-month period.

EXHIBIT 'D'

KICK-OFF & VISIONING SESSION

The Programming Phase started with an interactive Visioning Session with key representatives from the New Jersey Department of the Treasury and the Juvenile Justice Commission ("the Project Team"). The Visioning Session, held on February 21, 2019, was the first opportunity to elicit the participants' perspectives on project priorities and to align expectations for the project.

Kick-off

- Expectations
- Priorities
- Values

Participants in the Visioning Session were asked to share their aspirations and thoughts about the future character, operations and space requirements of the Prototype / Model Youth Justice Facility. The objective of this task was to collectively develop a series of project parameters that would serve as the foundation for the development of a space program of need ("the JJC Program") and a conceptual building design.

Below is a summary of the outcomes of the visioning session, providing a declaration of the expressed expectations, priorities and design values for this project.

Expectations:

- Embrace the philosophy of a holistic approach
- Help carry out suicide prevention efforts through the provision of a safe and secure, yet humane and warm environment (safety without institutionalization)
- Durable, low-maintenance building designed based on sustainable principles to be viable in the long-term, to have minimal environmental impact, and to minimize operational and utilities costs
- Promote self-efficacy and agency on behalf of youth
- Support cultural change and philosophy and eliminate the sense of "the keeper and the kept"
- Support evidence-based programs that teach residents to become positive producers and contributors to society
- Engage and support families and communities involvement; intentionally engage the community independently and with the residents
- Design both, the physical and operational character of the new centers, to normalize the residential environment
- Provide flexibility for programmatic changes over the life-cycle of thefacility

Priorities:

- Be aspirational, yet realistic
- Be designed and delivered on time and on budget
- Be adaptable, sustainable, and resilient to multiple uses moving forward
- Be energy efficient, functional, and easy to maintain
- Be safe and secure for all users, yet normative

Design Values:

Outside the Facility

- Should fit into the neighborhood and not evoke the feeling of a traditional “jail-like” facility
- Should be aesthetically pleasing, setting the therapeutic and relaxed tone of the center
- Soft, welcoming, and inviting appearance
- Minimize use of security fences -especially at the public-facing entrance- void of razor ribbon or barbed wire

Inside the Facility

- Healthy and homelike environment conducive to creating a restorative culture
- Serenity and healing, normative features, abundant natural light
- Open interior design and excellent sight-lines to minimize staff and reduce overtime costs
- Variety of multi-functional spaces
- Balance the need for privacy and supervision of residents

EXHIBIT 'D'

USER INTERVIEWS & CONSULTATIONS

Between March 13th and March 15th, 2019, CGL met with JJC executive leadership, operations, programs and services divisions to discuss and document the specific program requirements for the Prototype / Model Youth Justice Facility.

The following user groups were consulted regarding activities, spaces, operational considerations, and security and special equipment requirements that would need to be included in each one of the functional components of the 48-bed prototype facility:

- Leadership Representatives
- Facility Program Administrators
- Public Functions (e.g. facility entry, general lobby and visitation)
- Facility Operations (e.g. executive administration, security operations, staff support services)
- Youth Programs I: Academic Education and Vocational Training
- Youth Programs II: Fitness, Wellbeing and Recreation
- Housing / Sleeping Accommodations
- Youth Admissions / Transports / Release / Property
- Youth Counseling Services
- Food Services and Dining
- Medical and Dental services Dental / Behavioral /Wellness
- Laundry, Maintenance and Housekeeping
- Security Systems and Information Technology

Interviews

- User groups
- Program requirements

EXHIBIT 'D'

JUVENILE JUSTICE COMMISSION PROGRAM

JJC Program

- Program elements
- Support Services
- Cost Model

Through a process of document review, consultations and discussions with JJC leadership, the consultants developed a preliminary Draft Juvenile Justice Commission Space Program ("the JJC Program").

As part of a review process conducted between April and May, 2019, several iterations of the JJC Program were submitted to the client for review and comment. These iterations were made in an attempt to best align the JJC's operational requirements and programmatic goals to existing financial resources and the project budget ($169,000,000). After an analysis of the Preliminary 10/26/17 Cost Estimate that formed the basis of the project budget (Appendix A), there was consensus that the allocated budget should be able to support a baseline Space Program of approximately 50,000 GSF per building.

The Programming Phase of the project ended with the submittal of a Final JJC Program establishing the space requirements of the new Prototype / Model Youth Justice Facility by major functional components. This program was submitted to the client on June 18, 2019, incorporating the input, modifications and additions to the Draft JJC Program as requested by the Project Team during the review process.

The Final JJC Program was supplemented by a narrative defining the operational and physical plant requirements and explaining how the several program elements are addressed in the new youth facilities to support the JJC Program.

In response to the program requirements, the total proposed area of the Prototype / Model Youth Justice Facility contained in the JJC Space Program was established at approximately 54,000 GSF for 48 beds.

EXHIBIT 'D'

CONCEPTUAL BUILDING DESIGN

Conceptual Design
- Conceptual Options
- Renderings
- Preferred Prototype

Using the JJC Program as a foundation for facility blocking and stacking, the consultant team developed a diversity of residential housing unit configurations, building conceptual options, and site layouts addressing the goals and programmatic objectives for this project. All options included the bed space capacity (48 beds), specific program needs, for the new Prototype / Model Youth Justice Facility.

Housing Units - In fashion diagram, the housing unit layouts illustrated the arrangement of the sleeping rooms, toilets and showers, multi-use areas , laundry, and outdoor courtyard space, as well as the front entry and shared support spaces (i.e. staff general office, multi-purpose room, and unit storage). Also shown were the proposed areas of glass wall at the back of the units and into the multi-use living / day-room area.

Building Organization Schemes - All conceptual building design options included a site plan illustrating the layout of parking, services routing, vehicular and pedestrian circulation arrangements, floor areas and floor plan diagrams showing the spatial organization of the major elements of the JJC Program. Program elements were arranged in response to a variety of criteria: ease of circulation, visibility and lines of sight, orientation to sun path, relationship to outdoor recreation area, floor, etc.

Conceptual options were explored at a schematic level, with dimensional diagrams presented and discussed with the Project Team in multiple Options Workshops. Representatives from the JJC and the Division of Property Management and Construction, Department of Treasury attended these workshops. The goal of the workshops was to narrow the number of possible options to those most closely reflecting the vision of the JJC for the new youth facilities. With consensus of the group, options were reduced to one Preferred Conceptual Option for further refinement reflecting input received from the JJC. The efficiencies of the Preferred Conceptual Option on a model site resulted in a gross building area of 52,855 GSF for the campus. Three renderings of the proposed building concept were submitted by the consultant, each one of a different architectural style, conveying a sense of community in a residential setting. The Project Team selected the building concept referred to as “Dwell Village” style to serve as the Prototype / Model.

EXHIBIT 'D'

COST ESTIMATE

Cost Estimate

- Site
- Building
- Project

A cost estimate was developed for the Preferred Conceptual Option. It included both “hard” costs such as construction, and “soft” costs such as escalation and contingencies, design fees, furniture, engineering, etc. The CGL team engaged the services of a cost estimator sub-consultant for the development of this budget.

A detailed methodology for establishing the Budget Estimate is described in section VI of this report.

EXHIBIT 'D'

II. CONCEPTUAL DESIGN CRITERIA

EXHIBIT 'D'

The proposed Prototype / Model Youth Justice Facility is envisioned to support JJC's aspirations to fully incorporate evidence-based practice in the design features. Evidence-based design is the process of basing design decisions about the built environment on rigorous research to achieve the best possible outcomes on how people feel and behave. It is also used to quantify the effects that the built-environment has on people's health and well-being.

Proven impacts in multiple building types (i.e. healthcare facilities, children hospitals, schools, shelters, recovery centers and the like) of applying evidence-based design principles include:

- High levels of healing and restoration
- Better attitude and emotional functioning
- Higher levels of users' participation/engagement in activities
- Improved academic outcomes
- Improved behavior (reduction in violence and injuries)

The new facility model is also grounded in a new understanding emerging from research conducted by multiple disciplines on what works to improve outcomes for youth and on how to collectively work and coordinate interventions to achieve greater success. Research that underpins the concept of a healing or psychologically supportive environment is drawn from the neurosciences, evolutionary biology, psychoneuroimmunology (the effect of the emotions on the immune system), and environmental psychology.

EXHIBIT 'D'

JJC MISSION AND GOALS

The conceptual design of the New Jersey Prototype / Model Youth Justice Facility is based on establishing a safe, secure, staff and operationally efficient environments so that other important qualitative areas – healing, rehabilitation, normalization of the environment, community identity and positive use of space – can be addressed with confidence. These environments must be durable, low maintenance and hardware secure.

The design must support the JJC's mission and primary responsibilities:

- To lead the reform of the juvenile justice system in New Jersey
- To hold youthful offenders accountable for their delinquent actions

And, for youth committed to the agency's care and custody:

- Providing youth with a continuum of rehabilitative services and sanctions in appropriate settings that promote positive growth and development opportunities; and
- Assisting youthful offenders to achieve successful re-entry back to their communities through a network of support services and personal skill development that strengthens their levels of self-sufficiency.

The Project Team identified the following major goals for the new prototype facility as a whole:

- Create a building that does not feel institutional and an environment that does not feel confining
- Provide flexible, expandable, and functional space that meets the needs of both today and tomorrow
- Provide durable and low maintenance spaces
- Create a safe and secure environment that helps youth focus on their healing and restoration
- Maximize natural light and views to the outside
- Use materials and design features which support a normalized environment
- Balance the resident's need for privacy with the need of staff for open and easy supervision
- Maximize the opportunities for residents' movement around the facility
- Promote a sense of community

PROGRAM DESCRIPTION

The Prototype / Model Youth Justice Facility will accommodate 48 residents, housed in groups of 8. The preferred occupancy type is single bedrooms, consistent with the results of youth surveys and focus groups.

Male and female youth committed to the custody of JJC will be served at any of the new prototype youth centers. The typical youth in secure placement with the JJC is 18 to 19 years of age. The typical sentence is three to five years, though many youth have sentences of more than five years, with some sentences as long as 10 years or more. A majority of youth are significantly gang-involved, and have histories of multiple prior adjudications that led to ultimate commitment to the JJC. Although this is a challenging group of residents, which will require effective security technology and some sort of perimeter to minimize security breaches, careful consideration should be given to the selection of the security perimeter as to support the feeling of openness and normalization within the facility.

With the vision of creating a regional system of secure care where youth are kept in close geographical proximity to their home communities, JJC intends to construct three new facilities based on the prototype / model. The identified locations of the new facilities are:

- Northern Facility - Location to be Determined
- Central Facility - Ewing Township Ashley Avenue and Esther Avenue Ewing Township, NJ 08618
- Southern Facility – Winslow Township Woodland Drive and Spring Garden Road Hammonton, NJ 08037

These Space Program for these new facilities shows approximately 54,000 square feet of building floor area consisting of youth housing, public and administration areas, dining and visitation center, academic and career technical education, indoor and outdoor recreation, admissions, transports and release processing, medical, mental and dental health, kitchen, laundry, and facility support services including a warehouse, a maintenance shop and a central plant.

EXHIBIT 'D'

FUNCTIONAL DESCRIPTION

The Prototype / Model Youth Justice Facility presented herein supports the vision of the JJC to promote positive youth development, support young people in making better decisions, and contribute to their successful rehabilitation and integration back into the community.

The operating philosophy of the new youth facilities puts the needs of young people at the center of operations and service provision. A youth-centered approach seeks to reduce the likelihood of re-offending, developing pro-social behaviors and turning young lives around. This philosophy is interpreted through the provision of a rehabilitative and trauma-informed environment where youth will live, learn, and prepare for re-entry into the community.

The new Prototype / Model Youth Justice Facility will allow youth access to a wide range of programs, services, counseling, and other evidence-based approaches that balance their individual qualities, needs and aspirations, with their accountability to the community.

The JJC Program prefers an operational strategy in which programs and services are provided at central locations of the facility, rather than decentralized at the unit level. As such, a structured day will afford all young people the opportunity to leave the residential units and participate in activities at other locations in the facility. The design of the spaces for movement will promote safety while offering a variety of spatial experiences.

EXHIBIT 'D'

The JJC firmly believes that the following values and operating preferences should guide the delivery of services:

- The program will place the appropriate priority on maintaining safety and order, with positive behavior change and rapport-building being the goal as opposed to just compliance with the program rules
- Use the least intrusive program intervention consistent with public safety needs and the assessed risk and needs of the population to be served
- Providing gender-responsive and culturally competent services that build on the gender experience, values, preferences, beliefs, and cultural identity of the young person, their family and communities
- Improve the youth's wellness, recovery, emotional functioning and overall coping skills utilizing case management and a team-based support structure (clinicians, social workers, psychologists, psychiatrists, substance abuse and behavioral health counselors)
- Improve the youth's physical functioning through medical and nursing services and constructive leisure, recreational and physical activities
- Focus on quality academic and vocational education and on increasing student success and engagement in learning through tutoring programs, career technical education, trades training, service learning, and school-to-work programs, particularly in regards to the older youth aging out of the system
- Enhancement of skills should drive the types of spaces available for vocational training and arrangements should be available to accommodate changes in technology
- Managing crisis through cognitive restructuring-oriented therapy and a de-escalation stepped approach to intensive supervision, rather than approaches focused on punishment, discipline and isolation techniques
- Family focused care, maximizing opportunities for restoration of the young person with their family, family engagement and involvement in the young person's treatment plan
- Accessible facility with a valuable "community center feature" including program and recreational spaces to enable the community to participate, forming partnerships to sustain long-term improvements

EXHIBIT 'D'

MAJOR DESIGN CONSIDERATIONS

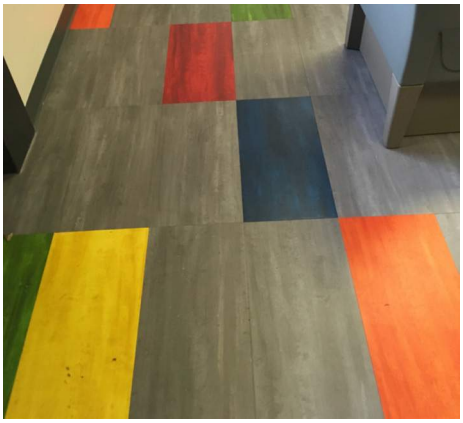
A major consideration of this project is for the new facilities not to look and feel like a high security institution. The new facilities should offer a pleasant and dignified appearance that inspires confidence in the innate safety and care of its residents, staff, and the public at large, as well as to emphasize the focus on rehabilitation and restoration. In conjunction with the creation of a school-like image for the new youth facilities, the design of all physical elements in the center should make a statement about the level of investment that is being made to facilitate positive growth and development among youth.

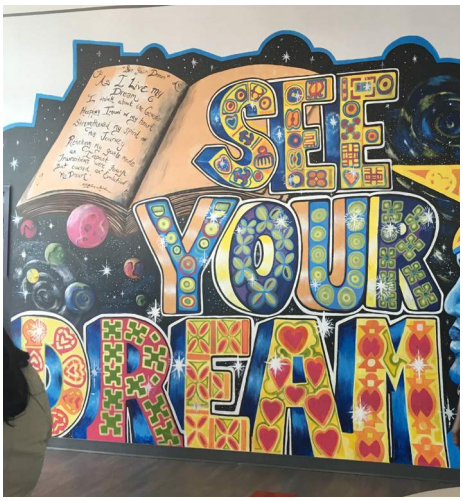
Through attention to design detail, all physical elements will be integrated in a manner that creates a nurturing environment that supports opportunities for growth, connection, and positive behavior. The public spaces, such as the public entrance and lobby, multi-use community and visiting rooms should be designed to project an inviting and welcoming environment. All areas where youth have access to should be designed to be youth-friendly, comfortable and inviting, enhancing the experience of its occupants.

Overall, the building concept focuses on design principles that are restorative and rehabilitative in nature and that enhance improvement in outcomes. This is accomplished through:

- Adherence to high safety standards so that youth can be successfully and safely supervised
- Promotion of effective programs and practices that increase protection from suicide risk, with special attention given to “suicide-proofing” any space in which residents are not directly observed by staff at all times
- Spaces designed to encourage effective communication and positive interactions between residents and their supervisors through dynamic supervision, direct contact (minimal physical barriers, good sight-lines, no blind spots, etc.)
- Provision of vibrant and multi-functional spaces in which residents can be exposed to innovative programming and enriching activities that allow them to grow and thrive while helping them realize their potential
- Creating spaces for healing by embracing natural light, good acoustics, outside views and access to fresh air and open spaces for outdoor activities

EXHIBIT 'D'





(e.g. large sports field, small courtyards, therapeutic gardens, walking trails, etc.)

- Human scale and variety of building shapes and forms to provide visual interest
- Use of multiple colors, normal materials, variations in textures, patterns, fixtures and furnishings to create a therapeutic, warm, human scale and inviting environment
- Careful attention to acoustics to minimize noise levels. Excessive noise levels are stressors, and can make a facility sound institutional
- Providing functional, staff-friendly work areas and staff support services that increase the comfort levels, morale and effectiveness of facility staff
- Encouraging transparency and creating a positive climate by permitting families and community members to participate and be a part of the rehabilitative process, and becoming a community of openness and care
- Extensive and varied recreational spaces (large sports fields, plazas, small interior courtyards, vegetable gardens, meditation spaces, greenhouse, etc.) that maximize outdoor access while supporting the important goal of appropriate socialization, team work, and release of energy through physical activity
- Provision of security/physical barriers and devices within the buildings and grounds that are unobtrusive and appropriate to documented level of risk
- The facility will be compliant with all ADA accessible requirements
- The facility will be designed to achieve LEED Silver rating by the USGBC
- The entire facility should be wired to support use of technology in the future if so desired

In spirit, form, color, function, and feel, the new facilities should evoke the feel of a boarding school or small community college with a school-like ambiance intended to support a community presence and exemplify a positive and holistic approach that celebrates diversity and creates positive expectations, behaviors and results. The design of the new youth facilities must create a successful treatment environment for young people.

EXHIBIT 'D'

JUVENILE JUSTICE COMMISSION PROGRAM III.

EXHIBIT 'D'

This section provides a detailed description of the space requirements, operational goal, function, users, access considerations, and design characteristics of each program element of the proposed Prototype / Model Youth Justice Facility. The Program Operational Narrative describes how the several program components meet the security, programmatic, and service needs of all facility users: the youth population, staff, and the public at large. It also includes the types of spaces (space size and numbers of spaces) and square footage area required per component, based on contemporary practices.

Together, these narratives provide the operational and design framework for the new 48-bed Prototype / Model Youth Justice Facility, forming the foundation for the development of facility conceptual options. This program is intended to provide any future design team with basic operational and spatial concepts necessary to develop a youth center that is operationally secure, efficient, effective and rehabilitative in nature.

The JJC Program is reflective of good operating practices and the consultant professional experience in programming and designing facilities of the same typology, coupled with applicable industry standards and guidelines established by the New Jersey Juvenile Justice Commission and other state, local and national supplementary standards for juvenile facilities. These include:

- JJC Manual of Standards for Juvenile Detention Facilities
- JJC Suicide Safety Principles
- American Correctional Association (ACA) Standards for Juvenile Detention facilities
- Prison Rape Elimination Act (PREA) Standards
- Juvenile Detention Alternatives Initiative (JDAI) Juvenile Detention Facility Standards
- Uniform Federal Accessibility Standards (UFAS) and the Americans with Disabilities Act (ADA)
- Standards for Classrooms and Ancillary Education Spaces by the NJ Department of Education

EXHIBIT 'D'

JJC SPACE PROGRAM SUMMARY

The JJC Space Program provides a detailed account of all of the specific architectural space requirements for the Prototype / Model Youth Justice Facility.

The Space Program is organized into 12 program elements as follows:

1. Facility Entrance, Public Reception and Community & Training Center
2. Administration
3. Security Operations
4. Staff Support Services
5. Admissions, Transports and Release
6. Health Services
7. Residential Units
8. Education Services
9. Counseling Services
10. Recreation and Programs
11. Food Services
12. Facility Support

For each of the major program elements the space program provides a room-by-room list of spaces (type and quantity) with an associated net square feet (NSF), which is a measure of the clear internal dimensions of a space. The total NSF for each component is tallied, and then multiplied by a departmental grossing factor, which accounts for the circulation area within the component and internal wall thicknesses. The departmental grossing factor varies from component to component depending on typical design requirements necessary to accommodate the specific operational needs for each program element.

Application of these calculation factors result in a total Departmental Gross Square Feet (DGSF) for each component. DGSF totals for the 12 program elements are tallied in the Program Summary to determine the Total DGSF, which is then multiplied by a Building Grossing Factor of 1.15 to account for mechanical chases, interior shafts, exterior wall thicknesses and horizontal circulation between component areas.

EXHIBIT 'D'

The resulting JJC Space Program reflects information gleaned from the peer facility tours, documents, programming workshops and consultations with JJC key representatives performed between March and April, 2019.

A summary of the space program totals for the 48-bed Prototype / Model Youth Justice Facility is presented below.

Program Summary

Component	REVISED 5/30/2019
1. Reception and Community/Training Center	**2,546**
1A. Public Lobby	*809*
1B. Community/Training Center	*1,738*
2. Administration	**3,335**
2A. Executive Administration	*1,110*
2B. Operations Unit	*1,150*
2C. Shared Support Space	*1,075*
3. Security Operations	**720**
3A. Control Center	**360**
3B. Emergency Management	*360*
4. Staff Support Services	*732*
5. Admissions and Transports	**735**
6. Health Services	**1,413**
7. Residential Units	**16,875**
8. Education Services	**4,968**
9. Counseling Services	**360**
10. Recreation and Programs	**8,379**
10A. Indoor Recreation	*7,995*
10B. Client Programs	*384*
11. Food Services	**3,514**
11B. Food Preparation and Assembly	1,900
11C. Central Dining and Visitation	1,614
12. Facility Support	**3,401**
12B. General Laundry	300
12C. Maintenance Workshop	424
12D. Warehouse (Satellite Unit)	664
12E. Central Plant	1,704
Total Dept. Gross Square Feet (DGSF)	**46,977**
x building grossing factor	1.15
Total Building Gross Square Feet (BGSF)	**54,024**

EXHIBIT 'D'

The Overall Facility Organization diagram below suggests the key relationship between the 12 aggregate elements of the JJC Program.

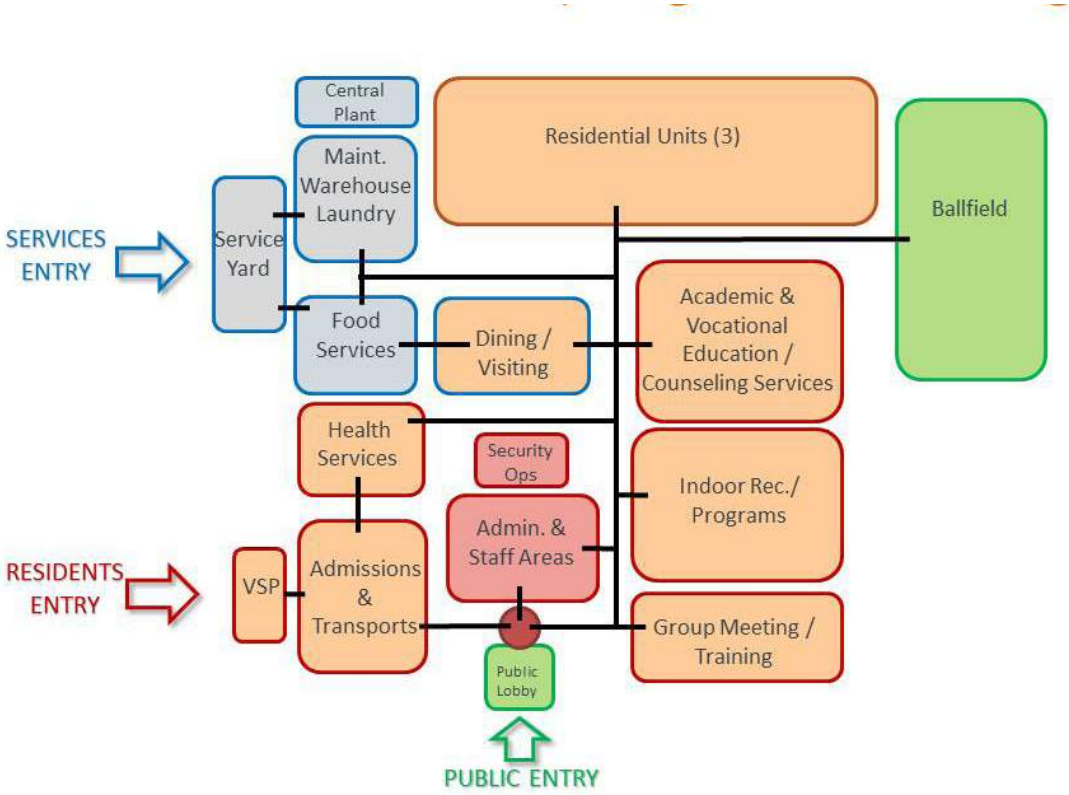


EXHIBIT 'D'

JJC PROGRAM OPERATIONAL NARRATIVE

Functional requirements for the new Prototype / Model Youth Justice Facility are expressed in a written Operational Narrative that includes a description of the objectives, activities, users and services associated with each major functional area of the proposed facility.

The narrative is organized around the 12 major program elements of the JJC Space Program. Each program element is described separately, with the corresponding architectural space program for that area immediately following the narrative as to provide a detailed list of spaces required under each functional component.

The JJC Program Operational Narrative is an expression of the JJC's long-term philosophical aspirations, objectives and future operational goals, not a description of current practices and operations.

All program elements have been tailored to reflect the vision, mission and therapeutic approach of the JJC for these rehabilitative facilities, as well as to meet the security standards of a youth justice facility. The intent of the operational and architectural program for the new Prototype / Model Youth Justice Facility is to provide maximum flexibility to respond to the diverse juvenile justice needs and JJC's changing demographics.

For each functional component, the narrative addresses the following key elements:

- *Functional Description* - gives a brief description of the key mission and goals for each of the program elements. This section also outlines how the area operates on a regular basis based on users of the space, hours of operation, access and circulation, and operating preferences.
- *Adjacencies* – describes the relationships among the identified spaces and elements within each function.
- *Design Considerations* – provides an overall description of the types of spaces included within each functional component, highlighting the general environmental features and delineating any special design and environmental features.

EXHIBIT 'D'

1. Facility Entrance, Public Reception and Community & Training Center

Functional Description

The Facility Entrance serves as the primary point of entry for all staff and visitors coming into the facility. As the primary point of access, the facility entrance should be easily accessible from the public parking area, and have one recognizable “front door”.

A weather vestibule will be provided to transition staff, visitors and the public at large from an outdoor covered area into the general Public Lobby and Reception areas.

1A. Public Lobby

As the first location visitors will see upon entering the building premises, the Public Lobby is critical to creating a reassuring caring and trauma-informed environment. The reception / security desk will be staffed during evening / weekend resident visiting hours and as needed during business hours. A facility staff member will be directed to come to the lobby to greet the visitors.

The Public Lobby is not intended to be a gathering spot, but rather a screening and waiting point for individuals entering and exiting the facility. As such, contained within this area are a visitor check-in / reception desk, a waiting area, and a screening station. Small key-operated lockers for visitors to store personal items not allowed into the facility are provided within the lobby. Special purpose, secure wall-mounted lockers for depository and secure storage of “off-duty” guns are also available within this area in a dedicated alcove space. Ancillary spaces are provided for public restrooms, video display monitors, and a janitor closet to maintain this area.

Visiting functions are combined with central dining (see Section 11B Central Dining)

1B. Community & Training Center

One of the operating objectives of the JJC’s new model of secure care is

EXHIBIT 'D'

partnering with the community and other service providers in the planning and delivery of services to youth. Maintaining collaborative relationships with community structures such as schools, non-government organizations, social groups, spiritual and cultural groups, etc., has significant benefits for young people such as positive educational and social effects. In addition to providing benefits to young people in custody, community engagement also facilitates community understanding, support and appreciation of the efforts of staff working with the young people.

The new facility prototype fosters transparency, open communication and increased community involvement through the provision of a multi-use Group Meeting Room near the entrance. This room will be accessible from the Public Lobby and is sized for approximately 50 people. Besides being utilized by large groups from the community for meetings and similar public gatherings, this space can also be used for the provision of staff support services such as staff training and development. This room can also be utilized as a shelter-in-place location for staff to sleep on cots, whenever severe weather conditions prevent staff from returning to their homes at the end of their shift.

Users

Facility administration and staff; professional and residents' visitors, volunteers and outside community service providers.

Hours of Operation

The facility will be accessible during normal business hours and as scheduled for residents' visitation during the evening / weekend visitation hours.

EXHIBIT 'D'

Access and Circulation

The door from the weather vestibule into the Public Lobby can be locked or unlocked, as needed. Ingress and egress will be monitored by Central Control. CCTV and an intercom to Central Control will be available at the entrance for after-hours use when the lobby is closed. Security will be present, but not in an obtrusive manner.

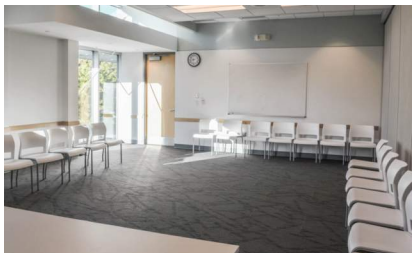
All visitors entering the facility will check in at the reception desk for screening and approval and place their belongings in the available public lockers before proceeding into other portions of the building.

Adjacencies

The Public Lobby should be adjacent to the Administration / Staff Support areas and, preferably, in close proximity to the visiting area. The Community & Training Center should be directly adjacent to the Public Lobby.

Design Considerations

- The facility should “fit” with other nearby structures in the community.
- The “front door” of the facility should convey the welcoming and professional environment of the overall center. Commercial construction and durable materials and systems should be utilized to create this amiable, pleasant and inviting environment.
- The entrance weather vestibule should be designed with extensive glazing so that a continual extension of the exterior is provided.
- Public spaces should be fully accessible, inviting and welcoming.
- The lobby should provide adequate seating for waiting guests and children as well as significant natural light. Ideally, this area should be connected to green space.
- Discreet placement of the metal detector is desired



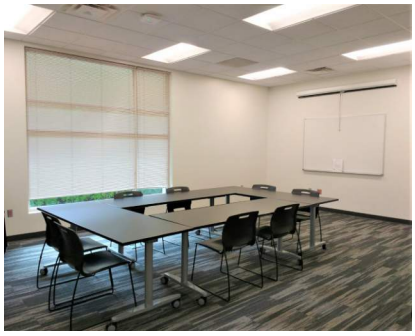


EXHIBIT 'D'

- Community & Training Center:
  - This area needs to function as a vestibule, with controlled access from the Public Lobby and facility circulation when it is used for interaction of community and residents
  - The design of those spaces should emphasize the caring environment and community presence of the facility and make members of the public feel safe and welcomed.
- The large multi-purpose group room should be equipped with flexible seating. This room should be sub-dividable by a folding partition to facilitate multiple activities occurring simultaneously.
- Acoustical design and treatment should be of consideration in multi-occupancy areas.

EXHIBIT 'D'

1. Reception & Community/Training

Space #	Space Name	48-bed facility Unit NSF	# of Units	NSF
1.01	Public Entry/Weather Vestibule (Exterior)	80	1	80
	1A. Public Lobby			
1.02	Handgun Lockers Alcove	1	60	60
1.03	Visitor Lockers Alcove	1	24	24
1.04	Security Desk/Reception Counter	48	1	48
1.05	Security Screening / Queuing Area	100	1	100
1.06	General Lobby / Lounge Area	20	10	200
1.07	Public Restrooms (ADA)	60	2	120
1.08	Janitor Closet Public Area	35	1	35
1.09	Secure Pedestrian Vestibule	60	1	60
	Sub-total (NSF)			*647*
	X dept. grossing factor			*1.25*
	Sub-total DGSF			***809***
	1B. Community/Training Center			
1.10	Large Multi-Purpose Room	1,100	1	1,100
1.11	Matts and Training Supply Storage	150	1	150
1.12	Community/Multi-Use Interview Room	80	1	80
1.13	Kitchenette/Beverage Station	60	1	60
	Sub-total (NSF)			*1,390*
	X dept. grossing factor			*1.25*
	Sub-total DGSF			***1,738***
	Total Departmental Gross Square Feet (DGSF)			**2,546**

EXHIBIT 'D'

2. Administration

Functional Description
Included under this functional component are an Executive Administration Suite, an Operations Unit Suite and Shared Support Spaces.

2A. Executive Administration
Within the Executive Administrative Suite, administrative offices are provided for Management Staff (Superintendent and Assistant Superintendent) who support the efforts of direct-care staff and manage the secure operations of the facility, as well as for business office personnel, secretarial and clerical staff to administrative functions. Parole office personnel and classification / court line personnel are also accommodated within this area.

Facility Administration is responsible for the day-to-day administration of facility personnel, business records, programs, security, staff training and performance assessment, compliance with state and local standards, preparation of staff briefings and interfacing with the media and the public.

As the initial point of communications with the public and outside agencies, this area provides spaces for the reception and seating of visitors waiting.

2B. Operations Unit
The Operations Unit Suite provides administrative space for security operations personnel, which includes the Director of Operations, the Administrative Lieutenant, Training Coordinator and Operations personnel, shift lieutenants and sergeants. Security Operations personnel are responsible for maintaining a secure and controlled environment throughout the facility; for scheduling shift activities; preparing staff briefings and assignments; for the safe management of youth; for providing assistance to direct care staff and youth workers, and for ensuring consistency of and/or continuity of practices and procedures

EXHIBIT 'D'

throughout the facility. A trauma-informed approach to the management of residents should be the overarching principle guiding facility operations.

Located within this area is a multi-purpose room used for roll-call, meetings and briefings. This room is also available for staff training, court line meetings, and classification and CAP meetings. This room can also be utilized as a secondary Emergency Command Center.

2C. Shared Support Space

Shared Support spaces include a medium conference room able to accommodate up to 10 occupants, kitchenette / beverage station for staff breaks, administrative workroom, records and file storage, general office supply storage, staff restrooms, and a main server / technology room. This room will store the servers and equipment used for the telephones, computers, and other electronic equipment used throughout the facility.

Users

Executive administration personnel, support staff, security and operations staff, official visitors and vendors. This area is also accessible to residents.

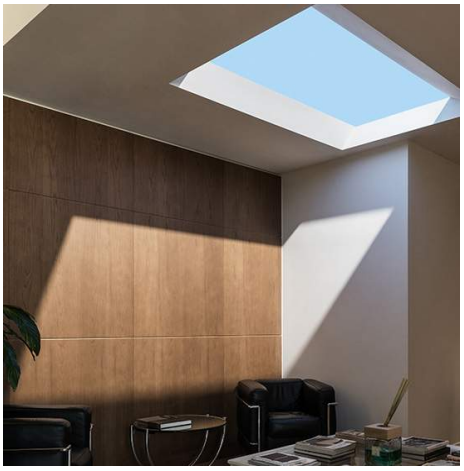
Hours of Operation

Executive Administration Suite, Monday through Friday, from 8:00 a.m. to 5:00 p.m. The Operations Unit Suite should be accessible 24/7.

Access

The Administration area will be located directly off of the public lobby. Facility personnel will access the administration area using key or key card (card swipe). This area should be easily accessible to staff coming on or off a shift. Other facility personnel, public and official visitors, will have controlled access from the lobby to the Administration area. From the facility, residents will be escorted to this area and supervised by facility staff while in this area at all times.

EXHIBIT 'D'



Adjacencies

The Administration component should be located at the “front” of the facility and be easily accessible from the public lobby. Proximity to the pedestrian security vestibule and to juvenile activities is necessary to facilitate movement of security staff to other parts of the facility during the course of a typical workday.

Within the Executive Administration Suite, the receptionist workstation should be located close to the entrance of the administrative component, with door controls for the door into the administrative suite. Conference space should be located with easy access from the administration entrance and all staff workstations in the administration area.

Design Considerations

- The arrangement of administration offices should be based on the open workstation concept for all but four of the assigned staff in this area. The Superintendent, the Assistant Superintendent, the Director of Operations and the Administrative Lieutenant are provided with private offices.
- Access for the physically handicapped must be provided.
- Materials and systems common to general office environments should be used as to provide a pleasant and professional work environment.
- Access to natural light is required in staff work areas.
- Staff should be provided with secure space in which to store personal property which is not permitted in resident accessible areas.
- The Superintendent’s office requires space large enough for accommodating small meetings (up to four people).
- All staff workstations throughout the area should be computer network ready.
- The Waiting / Reception area will provide guest chairs to accommodate up to four visitors and should provide plenty of natural light and views to the outside.
- The shared Administrative Conference Room should be capable of sitting ten people.

EXHIBIT 'D'

- The Multi-purpose Room should be capable of sitting up to 16 people, also serving as a staff training and meeting room.
- The Administrative Workroom will accommodate a central work table, a printer / copier alcove and a counter for receiving / sorting mail for processing and distribution.
- The Main Server / Technology Room should have its own temperature and humidity controls.

EXHIBIT 'D'

2. Administration

Space #	Space Name	48-bed Facility Unit NSF	# of Units	NSF
	2A. Executive Administration			
2.01	Visitor Reception / Waiting / Secretarial Assistants Area	200	1	200
2.02	Superintendent	180	1	180
2.03	Assistant Superintendent	120	1	120
2.04	Business Office Personnel	48	3	144
2.05	Classification Office / Court Line Personnel	48	3	144
2.06	Parole Office Personnel	100	1	100
	Sub-total (NSF)			*888*
	X dept. grossing factor			*1.25*
	Sub-total DGSF			***1,110***
	2B. Operations Unit			
2.07	Director of Operations (Captain)	100	1	100
2.08	Administrative Lieutenant	100	1	100
2.09	Training Coordinator and Operations Personnel	120	1	120
2.10	Lieutenants' Office	100	1	100
2.11	Sergeants' Office	100	1	100
2.12	Multi-Purpose Room (Roll-Call/Hearing)	400	1	400
	Sub-total (NSF)			*920*
	X dept. grossing factor			*1.25*
	Sub-total DGSF			***1,150***
	2C. Shared Support Space			
2.13	Administrative Conference Room	250	1	250
2.14	Kitchenette / Beverage Station	60	1	60
2.15	Administrative Workroom (Mail / Production / Copy Room)	120	1	120
2.16	General Office Supply Storage	40	1	40
2.17	Records Storage	150	1	150
2.18	Main Server / Technology Room	150	1	150
2.19	Staff Restroom (ADA)	45	2	90
	Sub-total (NSF)			*860*
	X dept. grossing factor			*1.25*
	Sub-total DGSF			***1,075***
Total Departmental Gross Square Feet (DGSF)				**3,335**

EXHIBIT 'D'

3. Security Operations

Functional Description
Included under this functional component are Central Control and Emergency Management.

3A. Central Control
As the hub of institutional operations, the responsibilities of Central Control are to remotely control the access to and exit from the facility; to monitor key areas through remote CCTV surveillance; monitor life safety alarm systems; to serve as the central point of electronic communication, and to control all security doors. Central Control may also be the location for issuance of keys or access control devices. Central Control may also interact with the public and staff in a variety of ways and remotely operate the lobby's public reception after hours or when the front desk is not manned.

The Central Control Room can be operated with one or two staff, as needed. A separate Security Equipment Room is provided for the storage of security equipment, and uninterrupted power source, required for Central Control.

A key watcher system will be located in the main pedestrian security sally port and used for issuance of daily use keys. Backup emergency keys will be distributed from central control through a pass-through window into the main pedestrian sally port.

3B. Emergency Management
The Emergency Response Team is comprised of five to six respondents who are responsible for helping to manage any major incident and are specially trained for responding to facility emergency codes. An Emergency Preparedness "Ready Room" will be used for staging and briefing prior to a response.

An Armory Room will be available within the facility, at a secure location, for the storage of emergency response equipment. The room must be secure, with card and PIN access for authorized staff only.

EXHIBIT 'D'

Users
Operations and security personnel and authorized staff.

Hours of Operation
24 hours a day, 7 days a week

Adjacencies
Ideally, Central Control should be situated where a view to major circulation corridors and activity movement areas is possible.

Central Control and the Security Equipment Room should be contiguous to each other. Central Control and the Emergency Response Ready Room should be located in close proximity to each other.

Design Considerations

- Central Control is the nerve center of the facility. It must, therefore, be within its own security envelope meaning that the area is enclosed and that the floor, walls, and ceiling highly secure.
- Highly secure entry doors are needed in the Master Control Room and Security Equipment Storage Room.
- Extensive glazing for the central control room is desired so that its occupants will have good visibility. However, low lighting levels and tinted glass are needed so that it is difficult to see into the control room.
- Two workstations are provided within the Central Control Room. This space can be operated with one or two staff, as needed.
- Special ventilation system may be needed for the Security Equipment storage room.

EXHIBIT 'D'

3. Security Operations

Space #	Space Name	48-bed Facility Unit NSF	# of Units	NSF
	3A. Control Center			
3.01	Master Control Room	200	1	200
3.02	Security Equipment Storage Room	100	1	100
	Sub-total (NSF)			*300*
	X dept. grossing factor			*1.20*
	Sub-total DGSF			***360***
	3B. Emergency Management			
3.03	Emergency Preparedness with Equipment Storage Closet	250	1	250
3.04	Armory Room	50	1	50
	Sub-total (NSF)			*300*
	X dept. grossing factor			*1.20*
	Sub-total DGSF			***360***
Total Departmental Gross Square Feet (DGSF)				**720**

EXHIBIT 'D'

4. Staff Support Services

Functional Description

The primary function of this program element is to promote staff health, safety and well-being by providing facility employees with access to spaces that meet their personnel needs, as well as opportunities for development and training. Therefore, staff support spaces include meeting / briefings, conference rooms, work locations, training and lockers for the storage of personal items.

In addition to spaces provided in the residential housing units and other working areas, staff need space to report for work, pick up mail, store personal property prior to going into detention, and an area in which to shower. A staff services sub-component will provide (unassigned) lockers to all staff, including teachers, medical staff, mental health workers, food services staff, maintenance personnel, etc., with contiguous male and female restroom and shower facilities.

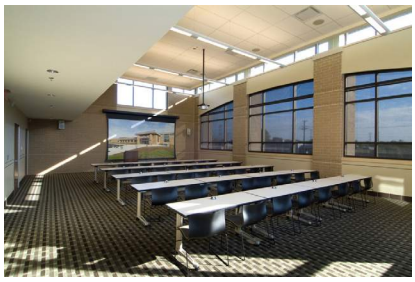
As important as the well-being of residents is the well-being of staff workers. As such, facility staff will be provided ample opportunities to access support services and amenities to help them to stay healthy, relax during their breaks, and work productively.

Staff well-being will be promoted by allowing staff to access the Flex Studio / Workout Alcove located within the facility Gymnasium and the provision of a Staff Zen Room. During time out and to retreat during breaks, staff will be able to utilize other multi-purpose and outdoor courtyard spaces as needed.

Leadership and staff training are fundamental to promoting a balanced approach between the need for security and supervision of the youth on the one hand, and the need for their care and rehabilitation on the other. On-going training is also required to increase the tactical awareness of all staff members, helping with the provision of a consistent level of service and understanding.

EXHIBIT 'D'

Staff training and development includes meetings and physical activities. Training activities will be accommodated either in the Multi-purpose Room located within Administration or in the large multi-purpose room available at the Group Meeting / Training Center. In support of training activities, both rooms should provide adequate space for securely storing audio-visual and other training equipment / materials. Physical training activities will be accommodated in the facility Gymnasium, scheduled as to not conflict with the residents' physical education requirements.



Hours of Operation
24 hours per day and 7 days per week

The fitness facilities should be accessible 24/7. The Dining / Break area will be accessible at all times to accommodate mandatory staff breaks.

Access
Parking for staff will be accommodated in a designated parking area located near the facility entrance, where possible. From the parking lot, staff will enter the facility through the Public Lobby.

Access to the Staff Lockers and other staff support amenities provided in the staff support area will be through a locked door with card access for staff, directly from the lobby. Staff will use these support spaces prior to entering into the facility via the pedestrian security vestibule.

Once staff have been debriefed at the Roll-call / Multi-purpose Room located within Administration and are prepared for their shift, staff will enter back into the Public Lobby, undergo security screening, and proceed to the pedestrian security vestibule in order to access other areas of the facility.

Adjacencies
Proximity to the security vestibule is necessary to facilitate movement of staff into and out to the secure part of the facility during the course of a typical workday.

EXHIBIT 'D'

Design Considerations

- Benches are to be provided in Staff Locker Room area.
- Male / female staff restrooms and showers should be located adjacent to the locker area.
- A separate Zen Room will double as a Lactation Room and should be easily accessed from the locker room for staff to use when necessary. This room should have a sink, a comfortable armchair, a table, cabinetry, and a small refrigerator.

4. Staff Support Services

Space #	Space Name	48-bed Facility Unit NSF	# of Units	NSF
4.01	Staff Lockers / Shift Change / Time Clock	350	1	350
4.02	Single User Shower / Changing Room	90	2	180
4.03	Staff Zen Room / Lactation Room	80	1	80
4.04	*Barbeque Area (Exterior)*	*400*	*1*	*400*
Total Net Square Feet (NSF)				**610**
X dept. grossing factor				*1.20*
Total Departmental Gross Square Feet (DGSF)				**732**

EXHIBIT 'D'

5. Admissions, Transports and Release

Functional Description

This program element accommodates the process of receiving and orienting newly admitted youth, as well as the temporary release and discharge process of residents. The area will include all the necessary spaces to process youth in and out of the facility in as much normalized manner as possible. The goal should be to move residents through this area as quickly as possible.

Initial Receiving

The admissions component serves as the reception (entry) point for all juveniles admitted to the facility. The point of entry also constitutes the first window of opportunity to establish a trusting relationship and engage the young person in looking forward to a fresh start. From a physical structure perspective, friendly, stimulating, dignified and easy to access and navigate premises are essential features to embrace this approach. Arrival and admissions into the facility and orientation contribute to the formative experience of the young person during their stay in the facility.

As the first point of entry, all necessary steps should be taken to gently support and settle new young people, leading them to a stable, calm state and smooth transition into the facility. Special attention should be made to avoiding the type of smell, sound, or sight that can trigger feelings of trauma.

Operationally, the flow of receiving youth in this area is intended to be linear, even though several important steps will occur almost simultaneously. Time spent in the admissions area should be, on average, less than half an hour, during which the following activities will be accommodated: identification and admission of the young person to the facility; conducting a search; inventorying and securing any personal property youth might bring with them, and issuing facility clothing following search and shower.

This is also the time when the resident is oriented to the facility and program expectations, and assigned to a residential unit and specific room. An orientation video is a desired addition to the admission process.

EXHIBIT 'D'

Upon arrival at the facility, if any emergency medical or behavioral health condition is suspected, medical staff will be available to meet with the youth in a private space to determine if there is any immediate medical need.

The search area needs to provide for visual privacy, but not make the young person feel as if there is “no way out”, avoiding re-traumatization. The search process should include an option for the newly admitted youth to shower, with a private changing area. Any property from the youth will be boxed out and temporarily stored in the property room until shipped back to the resident’s family.

Transports

Transports include temporary release and transportation to courts or other locations and outside appointments. Youth who are being transported out of the facility or to another facility are transported through the intake area and vehicle sally port. Transportation officers will have access to restraint, duty equipment and other equipment stored within this area. A changing room is provided within this area for residents changing into court clothing.

Release

Releases include the permanent discharge of the youth from the facility. Residents permanently released from the facility, to parents or a probation agent will be released through the front door. The release process includes paperwork processing and return of any personal property the youth might have while at the facility.

Users

Newly admitted youth, youth being discharged, youth being transported to or from the facility for court or outside appointments; transporting officers and facility personnel involved in the admissions, transportation and release processes. When residents are in intake, staff will always be present in the area.

EXHIBIT 'D'

Hours of Operation
This functional component will be operational as needed for new arrivals, transports and discharges.

Access
All youth will enter the facility through the vehicular sally-port controlled by Central Control. Access to the sally-port will be by key code for JJC staff; an intercom, with CCTV confirmation, will also be required for agencies and/or individuals who do not regularly transport to this facility.

Once out of the vehicle, youth will be brought to the Admissions area via a pedestrian security vestibule. CCTV devices will be situated such that Central Control is able to view all persons approaching the door, and will have control of the operation of the pedestrian door.

Facility staff will be notified in advance, and once the youth is brought into the facility, a staff member will come to greet and process the newly arrived resident.

Adjacencies
The Admissions, Transports and Release area will be adjacent to the Vehicular Sally-port and should have convenient access to the Health Services area for staffing efficiency.

Design Considerations
- The Vehicular Sally-port will be adequately screened for privacy and provide a covered configuration (preferred). It should be able to accommodate 1 large van. Ideally, this space should not be visible from any public areas.

EXHIBIT 'D'

- An intercom will be provided outside of the sally-port gate.
- Weapons are not permitted into the facility. Four wall-mounted individually keyed Gun Lockers will be included in this area.
- At admissions, the intake area is the youth's first impression and experience with the program. As such, the area should be non-threatening in its appearance and promote the concept of normalization.
- The feel of the entire area should be normalized with the use of pleasant colors and furnishings that are neither institutional nor intimidating.
- A single-occupancy Holding Room is provided within the admissions area for use as temporary quiet / holding room for situations where a resident must be separated or removed to get behavior in control, or to fulfill "keep-separate" requirements.
- The Holding Room should be furnished with movable seating. Special attention should be paid to door and vision panel in door. This room should have a glazed view panel for ease of supervision by staff.
- The Staff Workstation should be equipped with a computer work station, with space for seating young people in front of the workstation.
- The private Search / Changing Room should be equipped with a shower, toilet, sink, bench and shelving.
- Space should be available to accommodate a walk-through metal detector and BOSS II chair.
- The Property Room will include adequate space for the temporary storage of property boxes, storage of facility clothing and toiletries.

EXHIBIT 'D'

5. Admissions and Transports

Space #	Space Name	48-bed Facility Unit NSF	# of Units	NSF
	5A. Vehicle Sallyport			
5.01	Covered Vehicular Sallyport	700	1	700
	Sub-total (NSF)			*700*
	X dept. grossing factor			*1.20*
	Sub-total DGSF			***840***
	5B. Receiving/Processing/Transports and Discharge Area			
5.02	Pedestrian Security Vestibule	60	1	60
5.03	Security Screening / Metal Detection Station and Circulation	100	1	100
5.04	Security Search /Changing Area	80	1	80
5.05	Staff Workstation	48	1	48
5.06	Single Holding Room	65	1	65
5.07	Property Room / Clothing Storage for Issue	150	1	150
5.08	Transport Equipment Storage Room	40	1	40
5.09	Staff/Resident Restroom (ADA)	45	1	45
	Sub-total (NSF)			*588*
	X dept. grossing factor			*1.25*
	Sub-total DGSF			***735***
	Total Departmental Gross Square Feet (DGSF)			**735**

EXHIBIT 'D'

6. Health Care Services

Functional Description

The physical, mental well-being and dental care of young people in custody is a high priority. To achieve this objective, the delivery of health services will aim to follow a holistic, multi-agency, multi-disciplinary approach and will be based on best practice and innovative approaches in adolescent health. Personnel, space, equipment, supplies, materials, and resource manuals will be commensurate to the level of care provided to young people in the community.

In addition, as part of the normalization and choice-making objective, youth will be responsible for their own well-being and expected to participate in dietary, exercise and educational regimes that reinforce positive health practices. In support of healthy choices, the canteen program will include healthy options, including fruits, and low calorie snack and drink options.

Health care professionals will follow the National Commission of Correctional Health Care Accreditation Standards and will provide accessible, gender-specific health care services appropriate to age and individual needs. Health staff will see the new resident within 24 hours of admission.

This program element is where medical, mental health, and dental screening and assessment occurs. The following health services will be available at the facility:

- sick call
- first aid
- health care assessment / physical examinations
- medical testing (blood and urinalysis)
- minor treatment
- storage of bio-hazardous waste
- dental, including dental X-ray (provided by a contractor)
- mental health evaluation and services

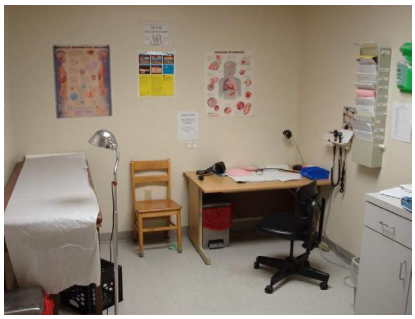
EXHIBIT 'D'

Daily sick call and triage will be organized on a living unit basis, with youth requesting unit staff for a consultation with the medical staff. If a visit to the Health Services Unit is required, the resident will be permitted to move with a pass to the clinic, or will be escorted by a staff member. Over the counter medications will be dispensed at each housing unit by medical staff at scheduled times.

Two basic functions are satisfied within this component. The first is a clinic-type service area where residents can have minor medical issues addressed by licensed medical staff. In concept, this area should be similar to a small community clinic with the capability of performing physical examinations and diagnoses in the available Exam Room. This area also contains a one-chair Dental Exam Room. It should be possible to see patients in both the exam room and the dental exam area at the same time.

Dental and specialty services will be offered to residents by visiting practitioners. Mental health providers will be able to use a health care assessment / interview space when seeing patients.

Adequate office space is provided in this area for health care staff. A Waiting Area in the clinic for up to two residents and one staff is provided with access to a nearby toilet. While youth are in this area, they will be under the constant supervision of the JCPO staff and nurses. Located within this area is also a Medical Records / File Room, a General Storage Room and a Pharmacy. The General Storage Room will hold wheelchairs, crutches, first aid kids, portable oxygen, gurney, paper and medical supplies. All medical equipment and medicines should be securely stored with access only by authorized medical staff. Medication must be kept under a double lock system, and controlled medications must be kept under a triple lock system.



The second need met within this area is medical observation to accommodate youth requiring close observation for a contagious disease or medical recuperation. To accommodate this need, one individual Observation / Quarantine Bedroom is provided in this area.

EXHIBIT 'D'

This private space is intended to house residents when medical separation is best for both the individual and the remaining population. This component will be infrequently occupied overnight but, when such an occasion is necessary, staff will always be present. This bedroom will contain a toilet and a shower within.

These two functions will operate in tandem as the same medical staff will tend and observe residents visiting the Health Services Examination Room, as well as those held for close observation. If a resident's illness is of a nature that a single or two overnights of observation is not sufficient for recovery, they will be transferred to an external, local community hospital.

Users

Residents in need of medical attention or medicine, Health Services personnel, visiting professionals and staff escorting / supervising residents while in this area.

Hours of Operation

This area is in operation at all times during the day and can be accessed by the youth at any time during waking hours. The preferred time for health visits to the clinic will be during school hours.

There will be at least one medical person on duty 24 hours a day, seven days a week, and a psychiatrist on-call 24 hours / day.

Access

Health Unit staff will access the Health Services unit by key or key card. All doors within the unit will be controlled by health services personnel.

Residents will be allowed access to the Clinic on as needed basis. They will be escorted to the Clinic and will be seen one at a time by a health professional in the clinic, as instructed. Access to the Examination Room should be easily controlled. Access to other areas in the medical suite – records, medication and storage areas – is restricted to authorized personnel only.

EXHIBIT 'D'

Adjacencies

The Health Services area should be easily accessible from the residential housing units, in an area that provides a high degree of access for residents, and should be adjacent to the Admissions area. Proximity to the Vehicular Sally-port is also desirable in the event that an emergency medical transport is necessary.

Design Considerations

- The Health Services area should be designed to take into account environmental factors such as lighting, temperature control, acoustics, and cleanliness.
- The design will adhere to requirements for patient privacy.
- The layout should allow for ease of monitoring by nurses and other staff, without compromising privacy in the Examination Room.
- A JCPO should provide supervision of the residents' Waiting Room, with visibility into the examination rooms.
- The Exam Room should have exterior windows, if possible, with a workstation and storage capabilities within, hot and cold water. This room should be designed to provide opportunities for telemedicine. This could be from this facility to a contract health provider/specialist.
- The Dental Exam Room should include spaces for a workstation, diagnostic equipment, an instrument sterilization station. A small separate room contiguous to the dental operatory room will provide space for a Panorex x-ray machine and for dental equipment storage.
- Active medical files for all 48 residents will be kept in the health services area. Inactive medical files must also be maintained. Medical records must be stored separately from other residents' records, in an area which is accessible by health staff only.
- Ambulance access to this building is required.

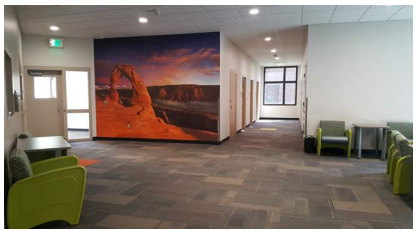
EXHIBIT 'D'

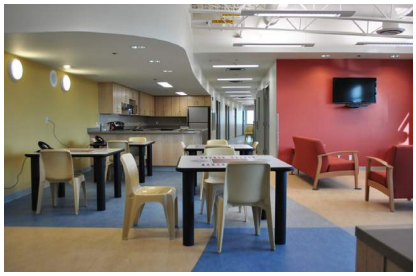
6. Health Services

Space #	Space Name	48-bed Facility Unit NSF	# of Units	NSF
6.01	Admin. Assistant / Records Clerk Office	100	1	100
6.02	Medical Records Storage / File Room	80	1	80
6.03	Youth Waiting Area (Open)	40	1	40
6.04	Clinician/Nurse Exam Room	120	1	120
6.05	Dental Exam Room	120	1	120
6.06	Dental Equipment / Compressor and Digital Imaging	60	1	60
6.07	Health Care Assessment / Interview Room	80	1	80
6.08	Pharmacy / Medications Storage	80	1	80
6.09	Equipment Storage	40	1	40
6.10	Medical Supplies Storage Room	80	1	80
6.11	Dirty Utility/Biohazardous Waste	45	1	45
6.12	Clean Utility/Linen	45	1	45
6.13	Patients Restroom (ADA)	45	1	45
6.14	Staff Restroom (ADA)	45	1	45
6.15	Single Occupancy Sick Bay Room	150	1	150
Total Net Square Feet (NSF)				**1,130**
X dept. grossing factor				*1.25*
Total Departmental Gross Square Feet (DGSF)				**1,413**

EXHIBIT 'D'

7. Residential Housing Units





Functional Description

As previously mentioned, the JJC Program prefers an operational strategy in which programs and services are provided at central locations of the facility, rather than decentralized at the unit level. This operational philosophy affords young people the opportunity to leave the residential units on a regular basis to participate in activities at other locations in the facility.

Even with a large amount of space dedicated to out-of-unit activities, by the very nature of secure custody operations, the resident's housing unit component is the location where residents will spend a significant amount of time, especially during the weekends, which are less structured. As such, the intention of all of the housing units is to provide ample opportunity for personal growth and positive development. Therefore, the residential unit environment should provide a controlled but normative, supportive, living environment where guided, personal group interaction between direct care staff, professionals and residents is promoted through direct supervision.

In line with evidence-based practices, in order to provide flexibility and allow for the proper separation of residents based on age, maturity level, behavior, risks and needs, residents will be accommodated in small, manageable sizes incorporating a direct supervision model so that each resident can expect individualized attention. To achieve this, the residential component will consist of a total of six (6) housing units of eight (8) single beds each.

The six (6) Housing Units have been grouped into three (3) separate Residential Buildings intended to share spaces for custody staff (General Office area), a Multi-use Room that can be utilized as a quiet room or as an interview / individual counseling room by social workers and mental health counselors, and unit support space (e.g. storage room, mechanical room, unit supplies and equipment, etc.). The presence of counseling staff directly within the Residential Building cluster allows supervisory staff to partner with professionals in the treatment of youth; affords counseling staff the opportunity to observe youth in the group environment; and makes staff readily accessible to residents.

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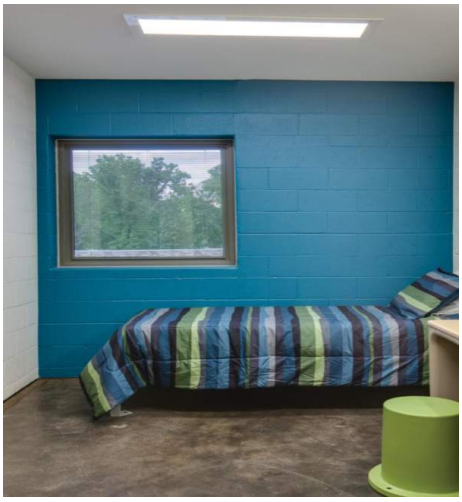

Having chosen small unit sizes, all operational decisions will be based on the unit group acting as a “management” group. While opportunities for interaction between groups will be possible and desirable for certain functions, the daily routine will be based on each discrete male and female youth groups remaining together for most activities.

For flexibility in responding to demographic changes and classification shifts, all Housing Units are similar in basic configuration and building construction type. Each unit will consist of a sleeping component and a unit support component.

The sleeping component will encompass single bedrooms as well as an adequate number of individual restrooms per standard (toilet and sink) and showers for the residents’ personal hygiene. This arrangement is much less institutional than the traditional “gang” shower / bathroom arrangement, and promotes responsibility of scheduling and usage. Each restroom will have an individual white powder coated sink and toilet, screened from view per standards.

Single bedrooms should afford youth a sense of personal space and privacy, and should be equipped with a bed, desk and a chair. A shelf and a compartment for the storage of cubicles for personal items should also be provided. Each bedroom should have an accent wall that has the ability to be used as a personalization of their living space.

Access to natural light and views to the outside should be provided in each bedroom. Bedrooms will have solid wood doors or wood grain laminated steel with security hollow metal framing with a vision panel to easily observe residents from outside the bedroom, yet allowing for an appropriate level of privacy. One bedroom in every 16 beds will be ADA compliant. The accessible room will also provide toilet/sink facilities.

The unit support component will consist of an open Living / Day-room used for a plurality of passive recreational activities, a small area for snacks and a beverage station, which permits limited food preparation, a telephone alcove, and a small laundry room in which youth can do

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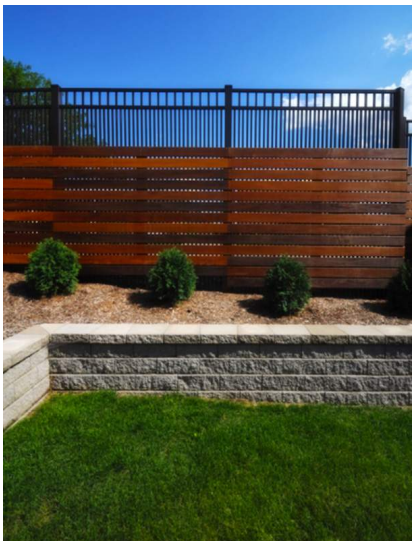
personal laundry without leaving the unit. In general, the following activities will occur in the Living / Day-room area: television viewing; leisure reading, studying and homework, including the potential use of computers; table games, crafts, and other passive recreation activities; unit meetings and telephone calls. Adequate storage for unit supplies, equipment and storage of material will also be provided for the unit's housekeeping and associated cleaning activities.

Additionally, each housing unit will provide direct access to an outdoor "backyard" with comfortable chairs and designed landscapes. This area is primarily used for quiet activities, meditation, reading and group seating. Sports play fields and recreation courts for large groups will be provided in close proximity to the residential units.

The staff must be able to observe residents in either sleeping or activity areas from their designated office or desk. All direct care staff assigned to work in the housing units are assumed to be deployed at a 1:8 staff to juvenile ratio on the day and evening shifts, and at a 1:16 ratio on the night shift.

Staff will interact with juveniles in all activities, and juveniles will never be left unsupervised. In most instances, when residents leave their Housing Unit to go to a centralized function such as visiting or a medical appointment, at least one youth worker will accompany the movement.



Users

Residents, direct care staff and service providers, such as social workers, counselors, and approved volunteers who come into the Housing Units. Medical Services staff and maintenance staff may also have frequent access to this area. Visitors would not be allowed inside the Residential Buildings.

Hours of Operation

24 hours a day, 7 days a week

Access

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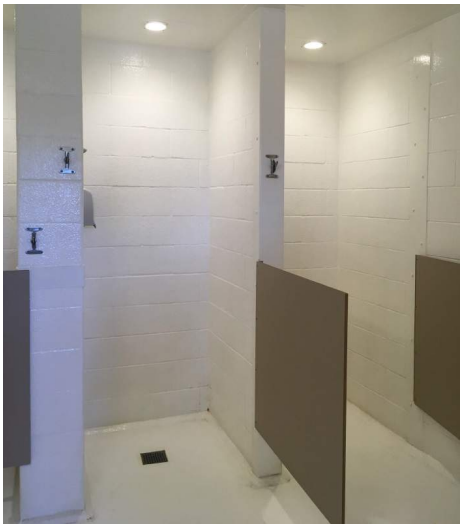


Access to the Housing Units is limited to residents of the unit, facility youth workers and other authorized personnel. Access into the Residential Buildings and Housing Units will be controlled by Central Control. Unit staff will control all interior doors within the Housing Units.

Adjacencies

The Housing Units should be located for easy access to centralized programs and services such as Health Services, Visitation, Educational and Recreational services, in a manner that facilitates efficient residents' movement and staff supervision throughout the building.

Design Considerations

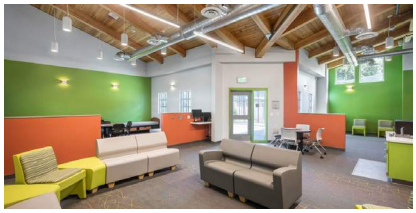
- All Housing Units will be designed to have a "home-like" appearance, with bright colors, displays for resident artwork, murals, and similar welcoming but durable finishes and sturdy plastic chairs and lounge furniture.
- The Housing Units will be designed to facilitate direct supervision management and to foster direct interaction, pro-active supervision of residents, which encourages positive behavior, accountability and mutual respect.
- A computer desk will be provided within the unit for JCPO staff. The staff, however, should not remain stationary. The great majority of the shift will spent interacting directly with assigned residents and engaging them in a variety of activities.
- The final configuration of the Housing Units should provide unobstructed visibility into all common activity spaces from the staff desk.
- All non-sleeping areas which are used by youths for periods of more than one hour require access to water.
- Use of white powder coated sink and toilet is highly recommended. Although the showers and restrooms must be visible from the staff position station, they require some separation from the general living unit as well as some modesty screening.
- Individual bedrooms:

  -Should have an accent wall that has the ability to be used as a

EXHIBIT 'D'

personalization of the space. Chalk or similar type materials for erasable and reusable surface are highly recommended.
-Ability to control lighting, with housing JCPO override.
-All elements of the sleeping rooms should be flush or specially designed to preclude ligature points.
-Natural light in every room, accessed through an opening or window with a view to the exterior (window not to have views of public areas, public views into the rooms, or views into areas occupied by members of the opposite sex).

- All unit fixtures should be durable, yet normative, and suicide resistant. The use of movable furniture, rocking chairs, and soft materials is preferred.
- Telephone carrels should be designed for privacy and acoustical partitions for separation.
- The residential units should be wired to support the use of modern technology devices in the future if so desired.
- The residential units' multi-use room should be designed for video conference capability.
- Where possible, a minimum ceiling height of 12 feet is suggested in bedrooms, dayrooms, common and other resident accessible areas to maximize the potential for day lighting; to increase the sense of openness, and to provide for a more residential scale and the employment of less institutional ceiling fixtures.
- No slammer doors / locks should be permitted.
- Acoustic control is necessary to maintain an acceptable noise level in all multi-occupancy areas.
- Floor drains must be strategically placed.
- Storage rooms within each unit should be able to accommodate large items of equipment, such as commercial vacuum cleaners, etc.
- Special attention to privacy needs to be considered for the interview / assessment spaces. These spaces must be confidential and not permit any conversations go beyond the room, but should be designed to offer visual connection to security staff outside the room.



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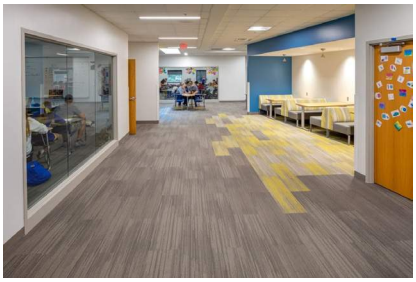
7. Residential Units

Space #	Space Name	48-bed Facility / 8-bed Unit NSF	# of Units	NSF
	Typical Residential Buiding (2 units @8-beds each)			
	7A. Shared Functions			
7.01	Service Entry Vestibule	60	1	60
7.02	Unit Manager / Staff General Office	100	1	100
7.03	Multi-Use Room (Quiet/Counseling/Video Conference)	80	1	80
7.04	Laundry Room	60	1	60
7.05	Unit Storage Room	40	1	40
	Sub-total (NSF)			**340**
	7B. Housing Unit 1			
7.06	JCPO Staff Desk	40	1	40
7.07	Single Sleeping Room	70	8	560
7.08	Youth Lounge	400	1	400
7.09	Telephone Carrels	15	2	30
7.10	Youth Restroom	45	2	90
7.11	Youth Shower Room (ADA)	50	2	100
7.12	Staff Restroom (ADA)	45	1	45
7.13	Unit Janitor Closet	15	1	15
7.14	*Outdoor Courtyard*	*400*	*1*	*400*
	Sub-total (NSF)			***1,680***
	7C. Housing Unit 2			
7.15	JCPO Staff Desk	40	1	40
7.16	Single ADA Sleeping Room	120	1	120
7.17	Single Sleeping Room	70	7	490
7.18	Youth Lounge	400	1	400
7.19	Telephone Carrels	15	2	30
7.20	Youth Restroom	45	2	90
7.21	Youth Shower Room (ADA)	50	2	100
7.22	Staff Restroom (ADA)	45	1	45
7.23	Unit Janitor Closet	15	1	15
7.24	*Outdoor Courtyard*	*400*	*1*	*400*
	Sub-total (NSF)			***1,730***
Total Net Square Feet (NSF)				**3,750**
	X dept. grossing factor			*1.50*
	Sub-total per Unit (DGSF)			**5,625**
	X number of Units			*3*
Total Departmental Gross Square Feet (DGSF)				**16,875**

EXHIBIT 'D'

8. Education Services



Functional Description
Academic and program career technical education is a key component of the JJC's operating model, with educational service plans developed and individualized for each resident. For youths with special education needs, an Individual Education Program (IEP) will be established with the residents and their parents / guardians.

8A. Academic Education
Residents will receive educational services in conformance with current New Jersey State Public Education Department requirements. Residents will be given this education in a regular school setting, similar to a typical public school setting.

All residents are encouraged to continue their education. Residents in need of either a General Education Development (GED) or high school diploma will attend school while they are in custody. Residents who are not going to be in the facility long enough to complete their high school education will still be required to attend and continue working on their school credits or GED. Residents who already have a high school diploma or a GED will have the opportunity to enroll in on-line credit courses as well as to participate in the vocational or pre-vocational opportunities within the facility.

Core academic classes include traditional educational curriculum as well as special education programs. Special education services will be provided as appropriate to all special education students.

Classroom size for standard classrooms is limited to eight (8) students. These classrooms (3) should be designed to allow for the creation of smaller groups of students with similar academic levels within each subject area. A fourth classroom is dedicated to sciences. All classrooms will have the capacity to store books and other media. Each classroom will include the use of computers as part of ongoing learning.

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A Multi-sensory De-escalation Room separated from the classrooms and strategically located will be provided in the educational building as a last resort for dealing with disruptive students. This room will provide a safe environment, allowing residents to calm down and regulate their feelings. This space will also be used as interview / multi-use room that can be used as testing room of for counseling and student conferences.

Other education-related spaces available in this area of the facility will include a Library / Media and Video Resource Center to supplement classroom learning and to provide opportunities for leisure reading; a private office for the Principal, shared offices for clerical staff and for the Child Study Team; a workroom for the teachers and clerical staff, also used as a conference / break-room and staff / student restrooms. Additional common support spaces such as a copy, supplies and records storage room will be shared on a time-based basis.

8B. Career and Technical Education

The provision of a vocational program will help residents to enhance their job-skills, develop new interests and natural aptitudes and will provide them with training and employability skills in a safe and instructive atmosphere. Vocational spaces will consist of a large special use workshop area with a classroom contained within for supplemental instruction. Space for the secure storage for supplies, tools and other materials will be provided. This space will need a roll-up delivery door to facilitate the delivery of supplies. In addition, a general use vocational classroom sub-dividable into two multi-use spaces that can be used for the provision of a plurality of activities and programs such as graphic design, arts and crafts and music.

Vocational education and training programs will be tailored to reflect the age, sex, characteristics, resources and opportunities available in the local area and will most likely be focused on building trades, landscaping / horticulture / gardening, cosmetology / barbershop, computer technology and culinary arts.

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Users

Education professionals and support staff, approved volunteers and other program providers, residents and supervisory staff. Members of the public as invited for special events. Maintenance staff may also provide upkeep of these areas.

Hours of Operation

School hours, from Monday to Friday, afternoons / evenings and on weekends for scheduled activities/events. Generally, the school area will be accessible for programming during and after school hours, and on weekends. This schedule increases opportunities for participation in vocational and programmatic activities after the academic school day and the involvement of community agencies and volunteers.

Access

Access to the Academic / Vocational Education area will be unlocked during the day and controlled by key / card-key after hours by authorized personnel.

Offices and classrooms will be accessed by key or card-key (teachers and designated staff).

All classrooms will have open access for after school programming. However, rooms that will contain valuable technical equipment and materials will have restricted after-school use, which will require the presence of a trained instructor to ensure that residents receive proper instruction and that equipment is not misused.

Staff will accompany residents to the education building and supervise them while in the classrooms. In addition, incidental supervision of the classrooms through visual access from adjacent corridors is required.

Adjacencies

The Education / Vocational Education area will be located adjacent to the gymnasium and in convenient proximity to the residential units.

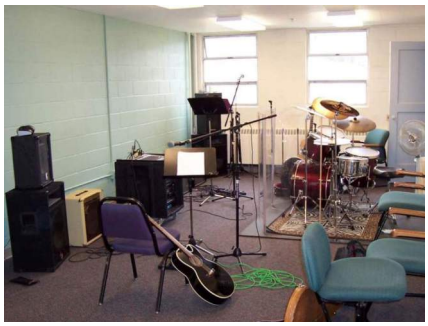

EXHIBIT 'D'

Design Considerations

- The academic education area should offer a stimulating learning environment with adequate security grade cabinets and bulletin boards to display students' work.
- Noise reduction and natural light are paramount to improving the learning experience.
- Materials in the educational environment should be soft and calming. Calming colors will be used.
- Academic Classrooms should allow for group instruction as well as one-on-one and small group instruction to address the range of educational needs in each class (aligns with non-traditional education services).
- All classrooms should have the capacity to store books and other media and, as part of on-going learning should be equipped with up to date technology including computers, Wi-Fi access and white boards.
- The Vocational Classroom should be outfitted with adequate electrical power and outlets for the potential use of computers and audiovisual equipment and will be designed to provide ample storage space. It should be built with high ceilings to allow large pieces of materials (lumber, etc.) inside.
- The Library / Media and Resource Center should have A/V capabilities.
- Easily maintained finishes should be utilized. Furnishings (chairs and table) should be lightweight and movable to accommodate a variety of flexible activities.

EXHIBIT 'D'

8. Education Services

Space #	Space Name	48-bed Facility Unit NSF	# of Units	NSF
	8A. Education Administration			
8.01	Secretary / Clerical	100	1	100
8.02	Principal / Director's Office	100	1	100
8.03	Child Study Team Office	48	3	144
8.04	Teachers Prep. / Lounge / Conference Room	200	1	200
8.05	Material / Supply Storage Room	60	1	60
8.06	Staff Restroom (ADA)	45	2	90
	Sub-total			***604***
	8B. Academic Education			
8.06	JCPO Staff Desk	40	1	40
8.07	Standard Classroom (no more than 8 persons)	300	2	600
8.08	Science Classroom / Lab	400	1	400
8.09	Classroom Storage	40	3	120
8.10	Library / Media and Video Resource Center	500	1	500
8.11	De-escalation / Interview Room	80	1	80
8.12	Students Restroom	45	2	90
	Sub-total			***1,830***
	8C. Career & Technical Education			
8.13	Special Use Vocational Classroom - Building Trades / Wood Work Shop	600	1	600
8.14	Vocational Material Storage/Supplies	80	1	80
8.15	General Use Vocational Classroom - Graphic design / Arts and Crafts / Music Studio	800	1	800
8.16	Security Search / Screening Alcove	60	1	60
	Sub-total (NSF)			***1,540***
	Total Net Square Feet (NSF)			**3,974**
	X dept. grossing factor			*1.25*
	Total Departmental Gross Square Feet (DGSF)			**4,968**

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9. Counseling Services

Functional Description

This component provides office spaces for clinical services staff. It is recommended that social workers, counselors and mental health personnel be co-located in a suite within the educational building.

Counseling includes the delivery of individual and group treatment, development and implementation of individual treatment plans, and release planning. With the understanding that not “one size fits all” in programming, a holistic individual approach to treatment will guide the provision of services. As such, the types of evidence-based interventions and treatment available to residents will be based on an individualized assessment of the needs, abilities, developmental level, culture and gender of each youth.

In addition to the health care assessment / interview rooms located within the health care suite and adjacent to each housing unit, group and individual counseling will be offered in multi-purpose or classrooms at centralized locations that are a part of the Education building or the Meeting Group Center. When interviews or family therapy activities should occur, visiting spaces will be used (See Section 11. Central Dining and Visitation). In addition to close, indoor spaces, research shows that the best interventions often occur in natural environments, while walking or growing vegetables. In this regard, it is the intention of this program to use gardens and other outdoor spaces for “ecotherapy” sessions.

Some youth may not be ready, willing or even able to express their thoughts and feelings verbally. For these residents, adjunctive therapies, such as horticultural, art, music, and dance, will be employed to engage them in the process of sharing and communication.

Residents will participate in multiple groups a week. Different groups should run simultaneously, during the same time period. To obtain the best results, the intensity, duration and dosage of the interventions must be commensurate with the youth level of risk and needs. As per evidence-based

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practices, intensive treatment services should be reserved to the highest risk and need youth.

Many of these sessions will occur after regular education hours and be offered by contracted staff or volunteers, especially those involving family members and volunteers.

Users
Counseling personnel, support staff, approved volunteers, and other program providers.

Hours of Operation
Counselors will be available Monday through Friday during and after school hours, and as needed on weekends for scheduled sessions.

Access
Staff offices will be accessed by key or card-key. It is not expected that clinical services personnel will use their offices for individual treatment activities on a regular basis.

Adjacencies
Counseling offices will be co-located in a suite within the Educational area.

Design Considerations

- Office spaces and areas in which treatment occurs should afford auditory privacy. Similarly, treatment spaces should be located in rooms that have good acoustic properties so that outside noise is not disturbing the treatment process.
- The provision of views to nature and the use of plants are an important feature to reduce stress and help with healing.
- Abundant glazing should be provided into spaces where clinical services are delivered to allow staff to observe interactions.
- Treatment areas convey a relaxed, casual atmosphere. The use of soft furniture such a lounge chairs or couches for one-on-one dialogue and relaxing is recommended.

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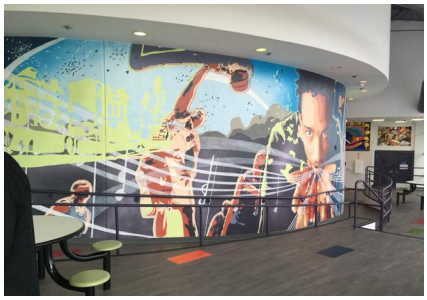
- The use of movable soft furniture (bean bags, large pillows or ottomans) is preferable, to give youth control over how they want to occupy the room.
- For group sessions, the use of non-hierarchical furniture, such as a circular table instead of a desk, is recommended.
- Special consideration should be given to the temperature, smell, and comfort of the treatment rooms in support of the healing process.

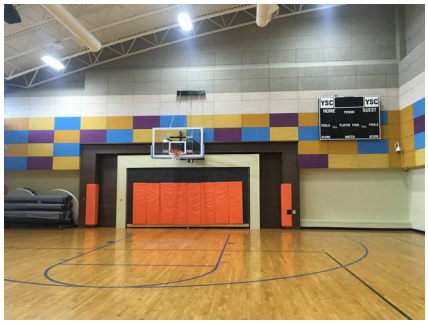
9. Counseling Services

Space #	Space Name	48-bed Facility Unit NSF	# of Units	NSF
9.01	MH Provider Office	100	1	100
9.02	Social Services Supervisor / Program Manager	100	1	100
9.03	Social Workers Office	100	1	100
9.04	Substance Abuse / Sex Offenders Counselors Office	100	1	100
Total Net Square Feet (NSF)				**300**
X dept. grossing factor				*1.20*
Total Departmental Gross Square Feet (DGSF)				**360**

EXHIBIT 'D'

10. Recreation and Programs





Functional Description

The provision of a full range of recreational activities helps maintain the residents' physical and mental well-being, provide opportunities for socialization and positive engagement in goal-oriented activities, and ensure that residents have a productive way to channel youthful energy. Ideally, and as scheduling permits, residents should receive several hours of recreation and programming per day beyond their school requirements.

Recreational functions include both active and passive activities. Active recreational activities include basketball, volleyball, soccer, track, and use of stationary stations. Additionally, indoor and outdoor recreational activities will also include concerts, plays, cookouts, picnics, and a variety of other group activities. The inclusion of a variety of recreational spaces will ensure that youth have choices for channeling energy in positive and engaging activities.

Passive recreational activities include table games, cards, arts and crafts, reading, television watching, and the like. Most of the passive recreation will occur at the Housing Units.

As part of the daily academic curriculum, all youth must participate in physical education. Facility-wide, both indoor and outdoor recreation spaces will be provided to accommodate individual, small group, and large group activities ranging from exercise to competitive sports between residents teams. Not all youth thrive in competitive sports, although participation should be encouraged.

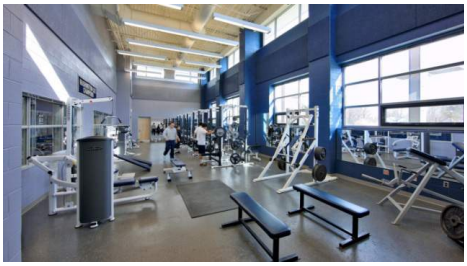
10A. Indoor Recreation

A full size Gymnasium is provided to conduct high school equivalent basketball and volleyball, as well as to establish smaller cross-court areas to allow for simultaneous use of the gym. A roll down screen at mid court would allow for physical separation of groups by limiting access between

EXHIBIT 'D'

court halves.

The Gymnasium also provides dedicated but connected exercise space for individual access to cardiovascular and strength building fitness equipment, as well as for the practice of yoga and meditation. Restrooms, equipment storage areas and office space for recreational staff are required areas in the Gymnasium.

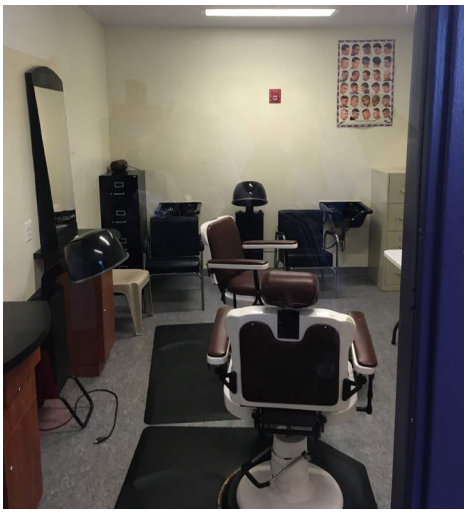


The Gymnasium will also serve as the main area for staff physical training activities and double as auditorium for large congregate activities such as awards / graduation ceremonies and other special group events. Public access may be desired at some events.

10B. Resident Programs

Programming will be offered based on an assessment of the needs and preferences of the residents and may change over time. Programming may include the following:

- Arts and crafts
- Barbershop / Hair care
- Canine care and training
- Canteen
- Culinary arts
- Cultural, ethnic and spiritual programs
- Dance, yoga and meditation
- Horticulture / gardening / landscaping
- Music
- Theater



Arts and crafts and Music - combined with Vocational Training (as discussed in Section 8C)

Barbershop / Hair Care - a dedicated room will be provided where residents with scheduled appointments can receive hair care services during scheduled activities periods. No chemicals will be used in the haircutting process. The space will contain one haircutting chair, a hair

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washing sink, a shatter-resistant wall-mounted mirror, and securable storage cabinets.

Canteen – as part of the progression of the residents through a structured approach towards constructive behavior and responsible choices, the canteen program is linked to the facility's point system. The canteen program will allow residents to purchase a variety of food items and goods through their self-managed accounts, with purchased items delivered in bags to the unit. Residents may use their account for some items, typically to "order in." Residents in the more advanced level of the point-system might be able to walk to a centralized canteen area. Space for this popular program will be provided in the Central Dining area (Section 11C). This space should be designed so that it resembles a store, with a roll-down door from the kitchen, and with both shelving and wall displays.

Culinary Arts - a culinary arts program consisting of a teaching kitchen and a classroom is accommodated contiguous to the kitchen (11.Food Services). Youth in this program will receive training in a wide variety of food service tasks, from food preparation to and cleaning. It is anticipated that the class size will be no more than six (6) students at any one time. Upon completion of the culinary arts program and proper certification, youth could be employed in the centralized kitchen and barista bar (youth café), which is envisioned as operated by youth serving coffee to staff.

Cultural, Ethnic and Spiritual Programs - to address the cultural, ethnic and spiritual needs of young people, a variety of specific support services, programs, spiritual and cultural activities will be offered to encourage personal development, identity, and self-confidence. Opportunities will be made available for residents to strengthen their identity and make spiritual and cultural connections through activities and supports offered by multi-faith community groups.

Dance, Yoga and Meditation - combined with Flexible Studio / Workout area (Section 10A)

EXHIBIT 'D'

Horticulture / Gardening / Landscaping - a garden area with raised beds should be provided for growing vegetables. A garden shed will be located close to the garden area. The shed will have shadow boards for tool storage, shelving, and a work bench. Space permitting, a greenhouse should be provided for extended-season gardening. If so desired, a hen house (raised two feet off the ground), could be provided within close proximity of the garden, in a fenced-in area.

10C. Outdoor Recreation

Residents will move around the facility grounds for outdoor sports and related outdoor group activities. An open multi-sport field will be provided for large muscle activities and team sports.

Smaller outdoor areas should be available providing a place for quiet contemplation, horticulture and therapeutic gardens.

Users

PE, recreational and support staff, approved volunteers and other program providers, residents and supervisory staff. Members of the public as invited for special events. Maintenance staff may also provide upkeep of these areas.

Hours of Operation

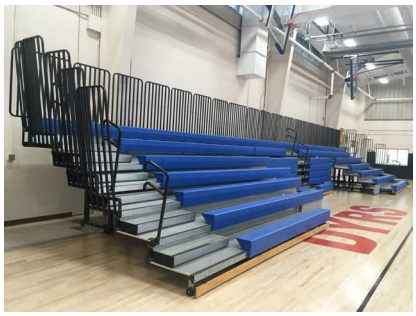
Youth will receive a minimum of two hours of recreation every day when school is in session, with one hour dedicated to large muscle activities and one hour to structured leisure activities such as arts and crafts or poetry. When school is not in session (weekends, school breaks) residents will be given additional opportunities to access the gymnasium and the outdoor spaces.

Access

Authorized staff control access to the gymnasium (key access). Facility staff will escort residents to the gymnasium according to the facility schedule.

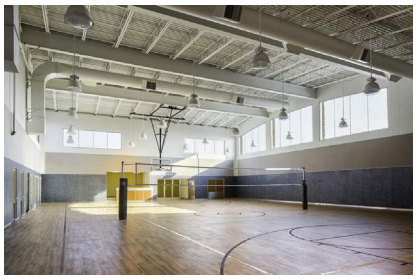
EXHIBIT 'D'

Access to the outdoor recreational yards will be supervised by living unit staff and recreation staff as scheduled.



Adjacencies

The Gymnasium will be located adjacent to the Education area and in convenient proximity to the resident Housing Units. The frequency of public access to the Gymnasium for special events should also be a consideration in establishing the ideal location for this component.



Design Considerations

- Gymnasium
  - Full-sized basketball court, sub-dividable into two half-court sections to allow multiple games.
  - The exercise areas should be designed to maximize staff supervision to and within the areas.
  - Wood floor, over rubberized one, is preferred.
  - Acoustical treatment should be used to reduce noise.
  - Flex Studio / Workout alcove: exercise bike, treadmill, stair stepper, and rowing machine. Isometric type strength building stations.

EXHIBIT 'D'

- Outdoor Recreation:
  - The goal should be to provide one acre of outdoor space to simultaneously accommodate a variety of activities.
  - Discretely fenced sports field with jogging track.
  - Fields for sports (small-sided soccer field) should be designed and located in a manner that visual surveillance is optimized while preventing residents from being too close to the facility perimeter.
  - Provision should be made for shade in order to keep outdoor areas functional in very hot weather.
  - Outdoor seating should be provided for passive recreation such as quiet games or reading.

EXHIBIT 'D'

10. Recreation and Programs

Space #	Space Name	48-bed Facility Unit NSF	# of Units	NSF
	10A. Indoor Recreation			
10.01	Physical Education / Recreation Coordinator Office	48	2	96
10.02	Gymnasium / Large Multi-Purpose Room	5,600	1	5,600
10.03	Retractable Stage	40	1	40
10.04	Flex Studio / Workout Alcove	400	1	400
10.05	Equipment Storage Room	80	1	80
10.06	Resident Restroom (ADA)	90	2	180
	Sub-total (NSF)			*6,396*
	X dept. grossing factor			*1.25*
	Sub-total DGSF			***7,995***
	10B. Client Programs			
10.07	Barbershop / Hair Care	80	1	80
10.08	Incentive / Games Room	240	1	240
	Sub-total (NSF)			*320*
	X dept. grossing factor			*1.20*
	Sub-total DGSF			***384***
	10C. Outdoor Recreation			
10.09	*Outdoor Courtyard and green spaces*	*1,500*	*1*	*1,500*
10.10	*Therapeutic and Edible / Vegi Gardens*	*400*	*2*	*800*
10.11	*Team Sports Playing Field*	*32,860*	*1*	*32,860*
10.12	*Handball Court*	*400*	*1*	*400*
10.13	*Outdoor Equipment Shed*	*100*	*1*	*100*
10.14	*Greenhouse*	*300*	*1*	*300*
10.15	*Picnic / Shade Shelter*	*15*	*16*	*240*
10.16	*Water Feature / Reflecting Pool*	*200*	*1*	*200*
10.17	*Play / Climbing Equipment*	*500*	*1*	*500*
10.18	*Hen House and Pan*	*250*	*1*	*250*
10.19	*Aquaponics Area*	*150*	*1*	*150*
10.20	*Dogs Program / Canine Care Center*	*1,600*	*1*	*1,600*
10.21	*Composting Bins*	*48*	*1*	*48*
	Sub-total DGSF			***38,948***

EXHIBIT 'D'

11. Food Services

Functional Description
The Food Services component is the most basic and essential service at the facility. All residents will be provided with three balanced meals a day.

The Food Services component includes all phases of food delivery, meal preparation, special diets, meal distribution for residents and staff, receiving food items, and removal of trash.

11A. Receiving and Staging Area
(exterior; shared with Laundry, Warehouse and Maintenance)
A Service Yard will be used by food supply vehicles. This area is also used by service, trash collection vehicles and supply vehicles to the Laundry, Warehouse and Maintenance Shop. This should be a fenced area sized to accommodate multi-axle delivery vehicles and fire trucks (70 feet minimum), if necessary.

From the Service Yard, all supply vehicles will access the Services Loading Dock (exterior). The Loading Dock is envisioned as a raised dock entry for trucks with cover to provide overhead weather protection from the elements. The Loading Dock will lead to a Loading Dock Vestibule that acts as a secure entry for pedestrian and deliveries while serving as a Receiving and Delivery Staging Area. As such, the Delivery Staging Area will be equipped with interlocking doors.

From the Receiving and Staging Delivery Area items will be moved either into the Food Services, the Laundry, the Warehouse or the Maintenance Shop. This space should be sufficiently sized to accommodate a full load of pallets from a large truck space for sorting and inspecting deliveries.

One compactor dumpster for refuse and one standard dumpster for recycling will be located in an exterior space adjacent to the Loading Dock. An exterior Staging Area will be provided for holding daily institutional refuse and recyclables prior to being taken to the dumpster. A refrigerated

EXHIBIT 'D'

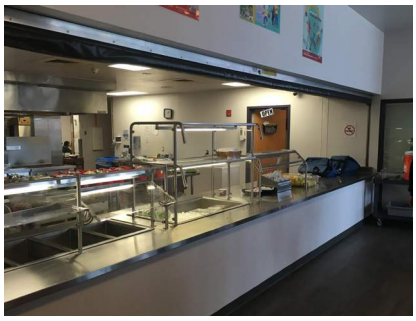
interior space should be utilized for holding kitchen waste prior to disposal. Adjacent to the Receiving Dock will also be a Pallet Store for the storage of an electric pallet jack, pump jack and hand trucks for moving material.

11B. Food Preparation and Assembly

The Kitchen should be capable of preparing meals for up to 48 residents and staff, and provide adequate space and equipment for storing fresh, frozen, dried and canned goods to support the total bed space capacity. A food service shared Work Area is provided within the Kitchen that should be located to have maximum visibility of the food production area. The Work Area will include two workstations.

As part of the life skills training approach, the Kitchen could also be used to support the vocational culinary arts program, as the next step after being certified to help in the kitchen.

Residents will receive a minimum of three balanced meals a day. Food will be prepared in the Kitchen and served in a traditional cafeteria-style. The cafeteria Serving Line will allow 3 housing units (or about 24 residents)to eat at approximately the same time. The Serving Line will be fixed in place and will be accessible to the food production area with a pass-thru warmer and refrigerator. It will have a rear work counter with a sink for preparing beverages. The Serving Line should have sufficient hot and cold food wells. In addition to hot meals, a Salad Bar will be provided.



A flat-top counter for utensils and a dish return window will be located at the end of the Serving Line. Residents will drop off their dirty trays as they exit the Dining Room.

When the Dining Room is being utilized for purposes other than dining, it should be possible to close the Serving Line so that it is not accessible from the cafeteria.

EXHIBIT 'D'

11C. Cafeteria - Central Dining and Visitation

Residents will dine together cafeteria-style in a centralized Multi-use Cafeteria. Meal times should be used to create opportunities for positive social interactions in a relaxed environment, while allowing staff to reinforce behavioral group expectations when dining.

For special occasions, and weather conditions permitting, residents should be allowed to eat in the Outdoor Dining Courtyard (picnic-style area) contiguous to the Cafeteria. In addition, where appropriate, arrangements may be made for residents to assist in preparing their own meal with ingredients supplied by the kitchen, under the guidance of staff.

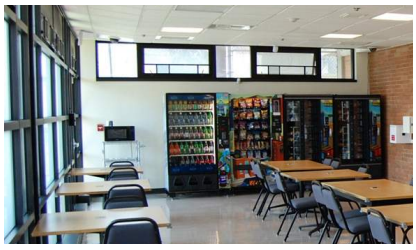
Since dining is a valuable time for socialization, all youth will dine together with staff participating in the conversations. The Cafeteria will be sized to accommodate 24 residents at a time and staff. Two shifts per meal will be required to feed all residents. The seating modality will be round tables with four or five fixed chairs. Since the Cafeteria is used for multiple purposes, these tables should be movable and have the capability to be folded and rolled out of the way, so that the dining space can be used for other activities, such as visiting. Residents, staff and public restrooms will be located adjacent to this room. A janitor closet will also be conveniently located in this area.

The Cafeteria will accommodate visiting. Visiting is a critical program activity that sustains family and community contact. As such, a significant effort should be made to maintain and strengthen the residents' connection with their families and community. The JJC supports this goal by affording each resident regular supervised visits with family, friends, mentors and positive role models. The typical form of visitation is contact. However, to facilitate the frequency of visitation, the visiting program will provide an option for residents to use video-conferencing.

Visiting includes normally scheduled social and professional visits to residents and special visits. Since visitors may include residents' children or younger siblings, a child play alcove, apart from the regular visiting

EXHIBIT 'D'

area, will be provided offering a carpeted area with child-sized chairs and toys for visiting children to play. An alcove in the Cafeteria will have vending machines.



The facility will also provide ample opportunities for family involvement by providing multiple multi-use spaces to facilitate family therapy, and will encourage play therapy for residents who are themselves parents. These sessions will be accommodated in the Group Meeting / Training Center or in the Cafeteria.

Users
Food services and facility staff, outside vendors, residents and visitors.

Hours of Operation
Kitchen - 5:30 AM to 1:00 AM, Monday to Sunday
Dining / Visiting room - as scheduled for meals and visits

Access
Service vehicles delivering food and bulk storage will access the facility through a dedicated open Services Yard controlled by Central Control. Outside vendors will need supervised access to the Service Loading Dock, with the loading dock door (secure interlocked doors) being locally controlled by facility support personnel or kitchen staff.

With the exception of residents enrolled in the culinary arts program, access to the Kitchen will be off limits to residents and generally restricted to the food service personnel. The Canteen Stock Room should also be inaccessible to residents.

A space that is secured and out of sight of residents should be dedicated for the receipt of goods and supplies, as well as for the removal of garbage. Access to these spaces should be through the dedicated Services Yard and under the surveillance and control of Central Control. All exterior doors are expected to have automatic locking devices.

EXHIBIT 'D'

Adjacencies

As part of the overall daily schedule, the Food Services component should be located for convenient access to the Residential Housing Units and to the Academic / Vocational Education component for efficient movement to and from for meals.

Design Considerations

- The Vehicle Service Yard should be designed as an open-air, fenced yard.
- The Receiving and Staging Dock should be a covered space for the protection of food items and supplies.
- Appropriate facilities shall be provided to allow separation and storage of recyclable materials, and for compost of organic materials. A compactor type waste refuse system will be provided. The Trash / Recycle area should be accessible from the Loading Dock.
- Doors to and from the Loading Dock, Kitchen, Laundry, Maintenance and Warehouse areas shall be of appropriate width to accommodate carts and movement of bulk materials.
- The Kitchen should be designed so that the functions that need to occur are arranged sequentially in order to prevent cross-circulation.
- Good lighting is required for all work areas in the Kitchen.
- The Kitchen and Food Storage area will have their own dedicated temperature controls so that appropriate temperature and humidity levels for food handling and storage can be maintained at all times.
- All walls, floors, countertops and table tops in both the Kitchen and Dining areas should utilize durable surfaces that are easy to clean and sanitize.
- Sufficient glazing should be provided at the Serving Line so that residents have no access to staff on the other side of the serving line, yet can still see the food.
- The Cafeteria should provide an open, easy to supervise area in which multiple visits can occur simultaneously while providing each group of visitors with a feeling of privacy.
- Provide opportunities for outdoor dining.

EXHIBIT 'D'

11. Food Services

Space #	Space Name	48-bed Facility Unit NSF	# of Units	NSF
	11A. Receiving and Staging			
11.01	*Loading Dock (Exterior)*	*100*	*1*	*100*
11.02	*Dumpster Pad (Exterior)*	*80*	*2*	*160*
11.03	Receiving / Staging Area	250	1	250
11.04	Receiving Secure Vestibule	100	1	100
	11B. Food Preparation and Assembly			
11.05	Food Services Shared Work Area	100	1	100
11.06	General Preparation / Staging Area	400	1	400
11.07	Central Dishwashing Equipment & Other Sanitation	140	1	140
11.08	Tray Retun	60	1	60
11.09	Cleaning Supplies / Chemicals	20	1	20
11.10	Food / Bev. Carrier / Cart Staging / Washing / Storage	100	1	100
11.11	Dry Goods Storage	200	1	200
11.12	Cold/Frozen Storage	100	1	100
11.13	General Supplies & Equipment Storage	50	1	50
	Sub-total (NSF)			*1,520*
	X dept. grossing factor			*1.25*
	Sub-total DGSF			***1,900***
	11C. Central Dining and Visitation			
11.14	Multi-Use Cafeteria	450	1	450
11.15	Cafeteria Servery /Dish Return Window	200	1	200
11.16	Salad and Beverage Bar	40	1	40
11.17	Culinary Arts Classroom	300	1	300
11.18	Vending Alcove	25	1	25
11.19	Child Play Alcove	80	1	80
11.20	Storage Closet / Canteen Shop Dispensing	40	1	40
11.21	Hospitality Training / Coffee Shop	40	1	40
11.22	Youth Search Room	80	1	80
11.23	Residents Restroom (ADA)	45	1	45
11.24	Staff/Public Restroom (ADA)	45	1	45
11.25	*Outdoor Dining Courtyard*	*400*	*1*	*400*
	Sub-total (NSF)			*1,345*
	X dept. grossing factor			*1.20*
	Sub-total DGSF			***1,614***

EXHIBIT 'D'

12. Facility Support

Functional Description
Included under Facility Support services are the following functions: Laundry, Warehouse, Maintenance/Grounds Keeping, and Central Plant. All these functions will have access to the Receiving and Staging area shared with Food Services.

12A. Service Yard/Receiving Dock
(exterior, shared with Food Services)
Trash collection vehicles and supply vehicles to the Laundry, Warehouse and Maintenance Shop will access the facility through the servive yard, a fenced area sized to accommodate multi-axle delivery vehicles. From the Service Yard, all supply vehicles will access the Services Loading Dock (exterior). The Loading Dock is envisioned as a raised dock entry for trucks with cover to provide overhead weather protection from the elements. The Loading Dock will lead to a Loading Dock Vestibule that acts as a secure entry for pedestrian and deliveries while serving as a Receiving and Delivery Staging Area. As such, the Delivery Staging Area will be equipped with interlocking doors.

From the Receiving and Staging Delivery Area items will be moved either into the Laundry, the Warehouse or the Maintenance Shop. This space should be sufficiently sized to accommodate a full load of pallets from a large truck space for sorting and inspecting deliveries.

12B. Laundry
All residents' personal laundry will be done on the Housing Unit. Laundering of facility bedding (sheets, towels, pillow cases and blankets) will be contracted out. Laundry exchange will occur on the units on a two to three times per week basis.

Under this general Laundry Area, spaces will be provided for the centralized, but separate short-term storage, of dirty laundry and clean items not in use, extra linens, and clothing. An area will be provided for

EXHIBIT 'D'

the storage of laundry carts. Space for washing carts will be provided in this area together with cart cleaning equipment (such as a spray arm hose attachment, soap dispenser, etc.). In addition, a small supply of linens will also be stored in the residential buildings' unit storage.

12C. Maintenance/Grounds-keeping

Maintenance staff are responsible for routine and preventive maintenance of the general buildings and grounds of the facility site. A small Maintenance Shop will be provided in which routine maintenance of plumbing, electrical, HVAC equipment, and general building and grounds equipment can be done. Locks repair, which requires a clean work environment, may be separated from the large space by partition walls. Contracts for specialized maintenance services, such as security system and equipment maintenance, will be required.

A Maintenance Office will be included in this area providing one workstation for maintenance staff. The Maintenance Shop will be equipped with standing height workbenches with typical bench tools, stool height seating, shelves for tools, and lockable cabinets for storing electric tools, frequently used items including as-built drawings, filters, light bulbs, etc., and hand tools for routine maintenance activities small items. A small area within the Maintenance Shop will provide a wall-mounted, shadow-pegboard type of storage system for tools so that tools can be retrieved and stored easily with those missing being readily apparent. Access to this area should be controlled and monitored. Secure storage will also be required for chemicals.

The facility will need to store lawn mowers, snow blowers and plows, salt pallets, hand tools, and other landscape equipment. An exterior storage building / outdoor shed will be provided, large enough to accommodate gas powered equipment such as riding lawnmowers, snow blowers, etc. This could be the area used to store flammables, hazardous, toxic and other items which can't be kept in the building. This structure needs to be located away from the building and away from the outdoor residents' play areas.

EXHIBIT 'D'

12D. Warehouse

In addition to designated storage areas within each functional component, the JJC program will require a general stores area (Warehouse).

The central Warehouse must be sufficiently sized to accommodate goods and bulk supplies for up to 30-60 days, depending on the nature of the supplies used in the facility.

This area should be well organized and divided into several storage sub-components to provide for easy storage and retrieval of items by the various user groups. A workstation will be provided within the Warehouse.

The Warehouse will include a separately secured and alarmed area, to assure controlled and supervised access to electronics and high value items. A separate area will also be provided for the storage of hazardous materials, combustibles and specialized equipment, shared with maintenance staff. This area should have its own ventilation, separate from the ventilation of any other area of the facility, and dry fire suppression capability.

12E. Central Plant

Mechanical functions include heating, cooling, ventilating, electrical, plumbing, fire protection, and communications. During the design phase of this project, specific spaces should be defined for:

1. Main Electrical Panels, Automatic Transfer Switch
2. Boiler
3. Air Handling
4. Pump Room - incoming service, sprinkler main
5. Telephone
6. IT / Main Distribution Facility (MDF) / Intermediate Distribution Facility (IDF)
7. Emergency Generator (exterior)

EXHIBIT 'D'

Generally speaking, a Central Mechanical Plant will house the boilers, chillers and the domestic hot water supply for the youth facility complex. It will also provide the central energy supply for the facility.

Most of the equipment will be located in attic space wihtin the building envelope. Locating some or all of these items on the rooftop may be acceptable under the right circumstances; for example, providing stairway access for ease of maintenance.

This area must be subdivided so that heating equipment is in one area and cooling equipment in another area. Care must be taken to keep circulator pumps and other heat-sensitive equipment away from any heat-generating source. Appropriate heat ventilation and exhaust fans should be utilized as necessary to reduce heat loads.

The emergency generator will be located outside the building but in proximity to the main electrical switchgear in a fenced alcove.

Janitorial Services
Residents are responsible for cleaning their living areas. Supplies and tools will be secured and stored in janitor closets located in each housing unit. Staff are responsible for cleaning staff areas.

Janitorial closets are provided in public and administrative areas, and distributed as needed throughout the facility. As a rule of thumb, spaces associated with janitorial storage should be included in high traffic areas such as the following: central dining/visiting room, gymnasium, school building, etc. Additionally, the central storage of janitorial supplies should be adjacent to food services.

EXHIBIT 'D'

Users
Facility support personnel and other authorized staff.

Hours of Operation
Day shift and on-call as needed.

Access
Facility support components will be off-limits to the residents and access to these working spaces closely monitored. The doors leading into each one of these program elements should have card access for authorized staff.

The maintenance equipment and vehicles must have access to the secure outdoor recreation area via a secure fence gate.

Adjacencies
The General Laundry (linen storage) should be located in the same general area as the Warehouse and Maintenance Shop areas, and have convenient access to the Receiving Loading Dock / Staging Area, either through a close adjacency or a corridor (or even a freight elevator) .

Design Considerations
- The Loading Dock should have an elevated platform at the exterior with overhead protection from weather.
- Doors to and from the Loading Dock and Laundry, Warehouse and Maintenance areas should be of appropriate width to accommodate carts and movement of bulk materials.
- The Warehouse area requires special provisions for temperature and humidity regulation, smoke and fire suppression, contamination protection, and vermin control. Warehouse spaces will be ventilated to assure the proper storage of all items to be maintained.
- The Maintenance area should provide space for shop supplies and secure storage of chemicals, controlled substances and tools. Ample general storage should be available for spare parts, institutional supplies and dead file storage.

EXHIBIT 'D'

- Paint storage should be in a separate, fire-rated storage room that is located away from all mechanical equipment. A dry fire-suppression system should be provided in the paint storage room.
- Appropriate outlets, ventilation and fixtures (e.g., eyewash station) will be provided.
- Additionally, the facility should provide adequate storage space for outdoor equipment and an area for collecting trash and recyclable waste.

EXHIBIT 'D'

12. Facility Support

Space #	Space Name	48-bed Facility Unit NSF	# of Units	NSF
	12A. Service Yard/Receiving Dock (Exterior)			
12.01	*Service Vehicular Sallyport*	*750*	*1*	*750*
12.02	*Truck Loading / Receiving*	*500*	*1*	*500*
12.03	*Pallet Store*	*80*	*1*	*80*
12.04	*Trash Staging*	*200*	*1*	*200*
12.05	*Dumpsters*	*200*	*2*	*400*
	Sub-total DGSF			***1,930***
	12B. General Laundry			
12.06	Dirty Linen Staging / Sort	100	1	100
12.07	Dirty Cart Storage	50	1	50
12.08	Clean Linen and Clothing Storage	100	1	100
12.09	Clean Cart Storage	50	1	50
	Sub-total DGSF			***300***
	12C. Maintenance Workshop			
12.10	Maintenance Workstation	64	1	64
12.11	Maintenance Bench Area	70	1	70
12.12	Equipment Work Area	25	2	50
12.13	Storage	200	1	200
12.14	Tool Storage	40	1	40
	Sub-total DGSF			***424***
	12D. Warehouse (Satellite Unit)			
12.15	Warehouse Workstation	64	1	64
12.16	Central Storeroom	500	1	500
12.17	Secure Storage	60	1	60
12.18	Hazardous Materials Storage	40	1	40
12.19	*Grounds Keeping Equipment/Shelter Storage (Exterior)*	*400*	*1*	*400*
	Sub-total DGSF			***664***
	12E. Central Plant			
12.20	Mechanical Room	500	1	500
12.21	Electrical Room	500	1	500
12.22	Fire Pump Room	250	1	250
12.23	Electrical Room	64	2	128
12.24	Security Closet	64	2	128
12.25	IDF Room	64	2	128
12.26	Janitor's Closet	35	2	70
	Sub-total DGSF			***1,704***
	Total Net Square Feet (NSF)			**3,092**
	X dept. grossing factor			*1.10*
	Total Departmental Gross Square Feet (DGSF)			**3,401**

EXHIBIT 'D'

CONCEPTUAL BUILDING DESIGN IV.

EXHIBIT 'D'

With the completion and approval of the JJC Program determining the size of all program elements, the consultant team produced a conceptual design for the new Prototype / Model Youth Justice Facility. The conceptual design is based on the overarching principles established at the onset of this project (Section III) and is reflective of national best practices in (secure) residential youth facilities.

Overall, a primary criterion for the new Prototype / Model Youth Justice Facility is to create a campus-like organization and a residential character, with program elements grouped together on ground level. This is aligned with the vision of creating the “normalized” feeling of leaving the buildings in which youth live each day to go to school, work, recreation, etc.

The Concept Design for the New Jersey Prototype / Model Youth Justice Facility is intended to be applicable to each of three sites, two of which have been identified. The sites are generally between six (6) and seven (7) acres with slight slopes. The two known sites are somewhat different in shape, and the Concept Design is flexible enough to accommodate the different dimensions.

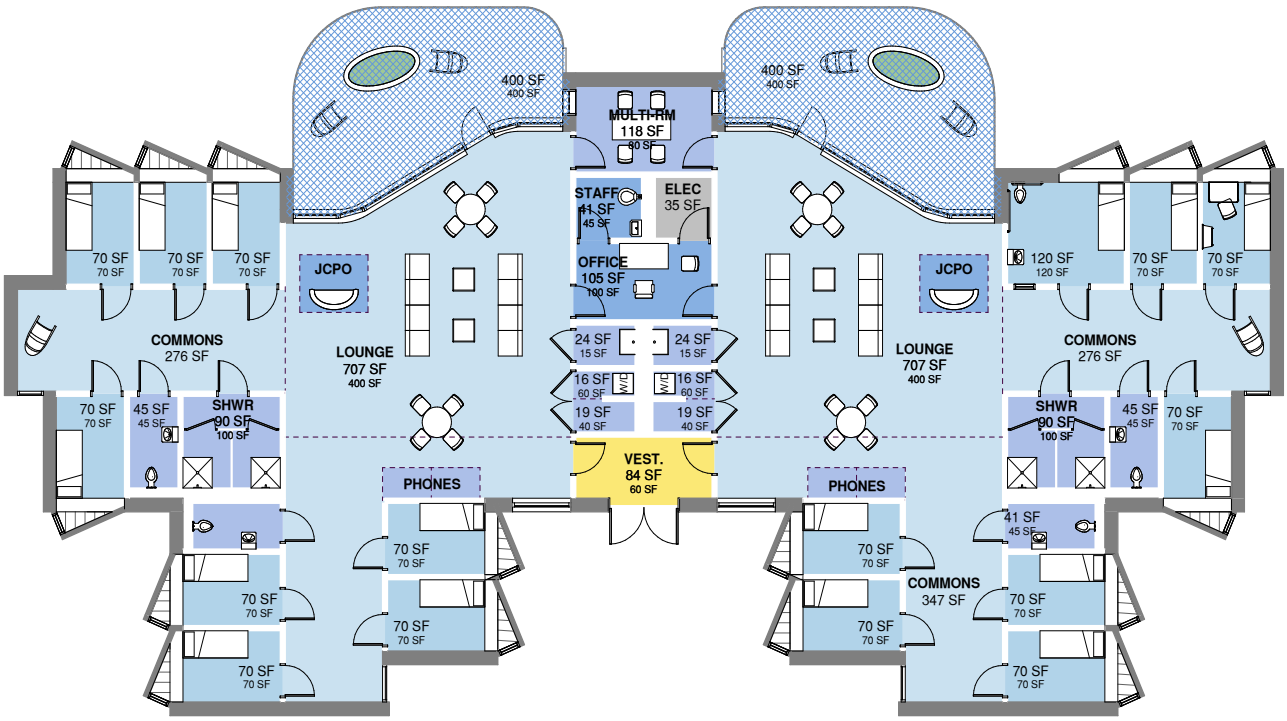
EXHIBIT 'D'

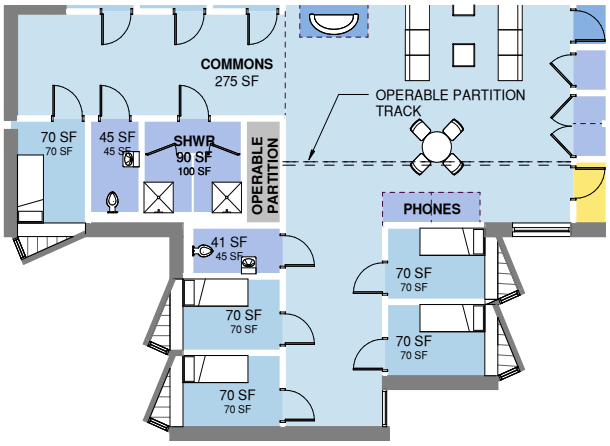
RESIDENTIAL COMPONENT

The Residential component features three (3) stand-alone buildings, which offers opportunity for unique identity while creating a center-point for the campus organization. For shared services, program spaces and staffing efficiencies, each building pairs mirrored housing units of 8-beds/each creating an attractive and supportive environment for both youth and staff. Each housing unit of eight (8) beds is further defined by two (2) four-bed "neighborhoods" with shower and toilet facilities, and a central communal day space providing direct access to a contiguous outdoor patio.

The massing of the residential buildings is small in scale and it has been staggered to allow for variations in materials, textures and colors.

EXHIBIT 'D'





- Housing, Circulation
- Housing, Courtyard
- Housing, Sleeping
- Housing, Staff
- Housing, Youth Service
- Mechanical
- Public Lobby

EXHIBIT 'D'

The residential building structures present a “cottage-like” image and residential character, which is consistent with the results of youth surveys and focus groups. Each residential building has a common entry point that defines a small landscaped area leading to an entry vestibule of shared support spaces (e.g. multi-purpose room, office, entry vestibule, and mechanical room).

For the security and safety of the occupants, the design of the housing units is driven by the priorities of dynamic supervision, good sight-lines and direct visual access. For enhanced supervision, bedrooms have been organized along a 10 foot wide double-loaded corridor.

The design also strives to provide a sense of normalcy. Consistent with this notion is the provision of abundant natural light, views to the outside, and a preference for creating spacious dayrooms within the units where a diversity of activities can be offered. The openness of the day-room creates an easy to supervise area while expanding the opportunity for variation of furniture arrangements in common spaces. A slight curve in the dayroom’s window wall prevents the space from looking institutional while providing enhanced visual security from the staff desk into the outdoor landscaped backyard.

All bedrooms have windows providing residents with views to the outdoors. Given the proximity and angle of the units to one another, directional bay windows are used to avoid direct sight-lines from bedroom to bedroom and glancing views to other units. This feature adds angled bay alcoves to the bedrooms, creating a cozy space within the room.

The Concept for the design expression of the residential Cottages is intended to be pleasant and uplifting, with a series of “butterfly” winged roofs that provide variety in the roof-lines, higher ceiling heights in larger spaces, and daylight from above.

EXHIBIT 'D'

EXHIBIT 'D'

BUILDING ORGANIZATION

The key site elements of the Concept Design for the New Jersey Prototype / Model Youth Justice Facility are:

- Parking for Staff and Visitors
- Main Building
- Residential Building Cottages
- Gymnasium
- Ballfield
- Courtyard
- Perimeter Fence

All program elements of the new Prototype / Model Youth Justice Facility create a one-story, living-learning campus environment. This is accomplished by grouping the program elements in five major building structures - the Main Building, three Residential Buildings and a Gymnasium- and gracefully organizing them around a lawn of landscaped paths, ample outdoor gathering courtyards and greenspace. This requires youth and staff to move between buildings outside, with this flow of movement creating a more normalized environment.

For efficient sharing of staff and program spaces, Youth Admissions, Administration, resident programs and services (i.e. education and vocational training, health care, visitation, dining and community center), food preparation, and all other core support services (mechanical, electrical, data and technology systems) are grouped in one large single story Main Building and connected through a main corridor. The location of the connecting corridor provides a continuous wall of windows allowing views to the campus from the Main Building.

The Main Building is organized with the entrance at the center, with Visiting, Community Center, and Administration on either side to allow resident movement throughout the day. The location of the dining/visiting component and community center adjacent to the main entry is meant to engage families and community members and is one of the first areas visitors will approach as they enter the facility.

EXHIBIT 'D'

At one end is the loading and recycling access point, with the Food Service, Laundry, and Maintenance components adjacent. At the other end is the entry point for new admissions, adjacent to the medical unit. Attached to that end is the education wing, arranged to form a courtyard, visually linked to the main courtyard, but more passive and quiet in nature, intended to complement the educational mission.

The co-location of most of the program elements in one Main Building has two benefits: it creates a more compact campus and supports the accessibility of these services to current residents, families, volunteers and community organizations. In addition, by virtue of its location, the Main Building acts as the secure perimeter, eliminating the need for using a fence or wall at the “front door” of the campus.

Where the buildings do not serve as secure perimter, a secure fence will enclose the campus as per NJ JJC specifications. Site-specific conditions might require the installation of a “good-neighbor” fence at the property line and/or movement control fencing inside the secure perimeter.

A stand-alone gymnasium, three (3) discrete residential buildings, and a large playfield complete the campus organization. As the Gymnasium and Residential Buildings are separated from the Main Building, their placement can be adjusted to fit alternate sites. Similarly, if the site slopes more steeply than the prototype anticipates, the space between the key site elements can accommodate different grade elevations as required.

EXHIBIT 'D'

The three Residential Buildings are nearly identical, with the exception that in one of the residential buildings, one of the eight-bed units has a flexible operable partition that could be used to separate a female population of four females or less.

Each Cottage has its own entry along a curved path. The major sports playfield is placed with no direct connection to any campus building, but in convenient proximity to the residential buildings.

The Gymnasium is flanked by the Courtyard on one side and the Ball Field on the other. The intention is that it is able to open to either side, or both, to allow flexible and shared uses to occur between them, and also acting to separate the ballfield from the courtyard when separation of different groups is desired. This configuration allows for three sets of separate activities to take place, or for combined related activities.

Overall, this simple organization creates a compact and orderly placement of all program elements that maximizes available site footprint. It also provides the best sight-lines across the site, with clear wayfinding and movement paths to help recreate the feel of a small community neighborhood.

EXHIBIT 'D'

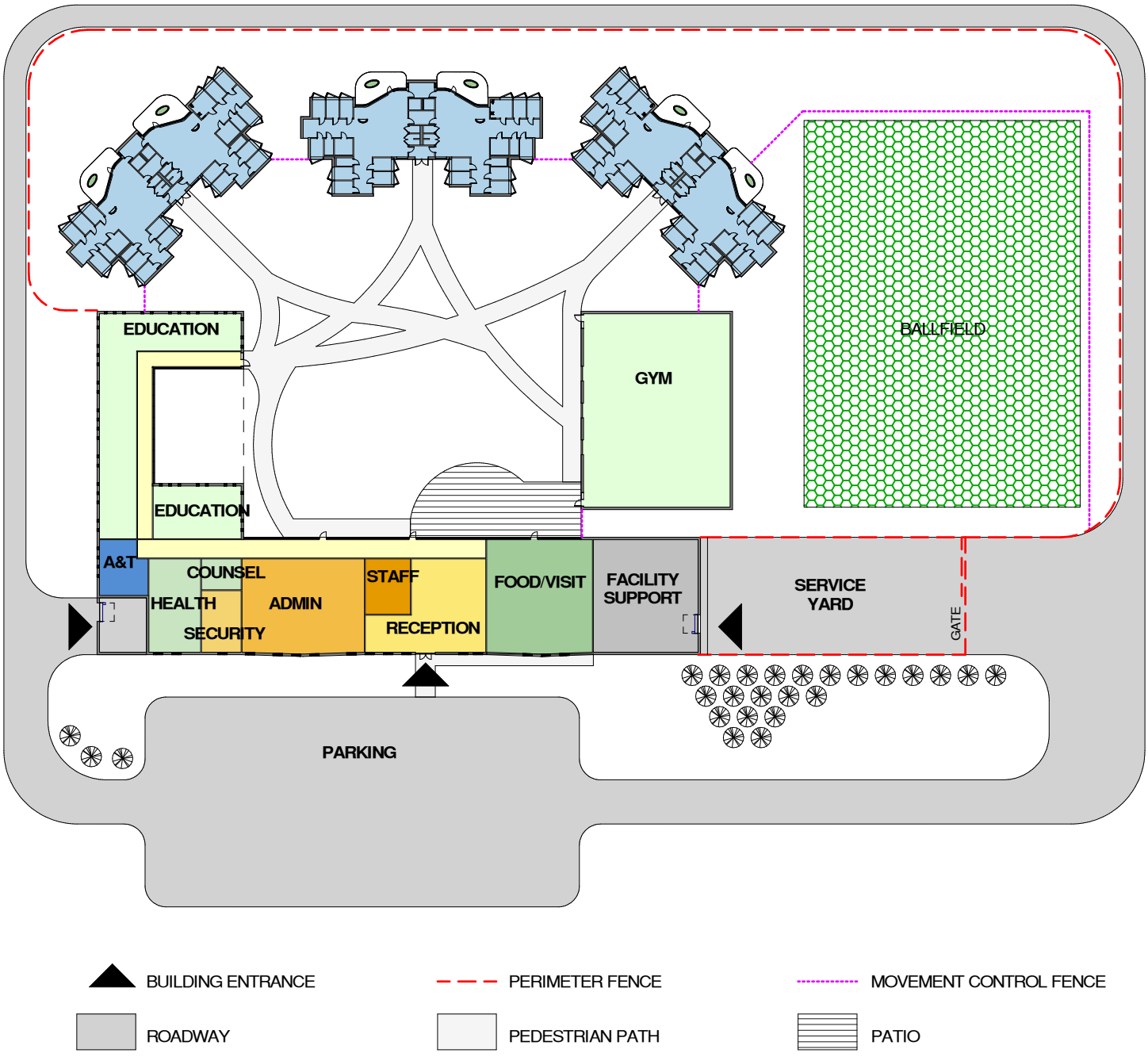

EDUCATION
EDUCATION
GYM
BALLFIELD
A&T
COUNSEL
HEALTH
SECURITY
ADMIN
STAFF
RECEPTION
FOOD/VISIT
FACILITY SUPPORT
SERVICE YARD
GATE
PARKING
BUILDING ENTRANCE
PERIMETER FENCE
MOVEMENT CONTROL FENCE
ROADWAY
PEDESTRIAN PATH
PATIO

EXHIBIT 'D'

The Building Conceptual Option provides JJC:

- A purpose-built and state-of-the art facility supporting desired operational practices and new paradigms in juvenile justice.
- A safe and secure facility for youth, staff and the public through the provision of layouts that support the direct observation of users, as well as a dynamic supervision management approach.
- Clear delineation of separate spaces for the various functions, which by design creates a normative feel, encouraging circulation around the campus.
- A Main Building envelope that acts as the secure perimeter, reducing the extent of security fencing and fostering a more residential and normative atmosphere.
- A youth facility sized to accommodate a total of 48 residents accommodated in three (3) residential buildings, each one with its own identity and providing each youth comfortable sleeping rooms that are a place of rest and sanctuary.
- Potential for the provision of a single, separate and discrete 4-bed female unit as part of one of the residential buildings for needed gender separation.
- Open landscaped areas, gardens and quiet courtyards between the Main Building components and the residential buildings resulting in a more pastoral and healing setting, with ample connections and views to the nature.
- Clear separation of centralized core programs and services from the residential units.
- A facility organized for optimal adjacencies that promote collaboration and experiential environments for efficient operations, flow, and secure movement.
- A building configuration that brings abundant daylight throughout the program elements.
- Year-round outdoor activity and contemplation space.

EXHIBIT 'D'

EXHIBIT 'D'

DESIGN EXPRESSION AND MATERIALS

The Concept for the design expression is intended to be optimistic and uplifting. The roof lines define different elements of the campus, and provide orientation and landmarks. Similar variation and sense of orientation will be provided in change of color and material between the various buildings.

The buildings will generally be clad in a high performance, durable, energy efficient, low maintenance composite panel material with great flexibility of choices in pattern, color, and material. The concept depicts the cottages clad in wood patterned panels, with metal roofs and bays. Each cottage would have a different wood species/color theme. The gymnasium is clad in a blend of red-wood panels, and the Main Building's composition picks up the wood theme of the cottages again.

The Prototype is composed of materials, treatments, systems and details that are "normative" in appearance while still providing the necessary security performance and robust durability. The buildings will generally be Type IV Heavy Timber construction, using dimension columns, rafters, and purlins, either sawn timber or glulam according to the span requirements. The roof construction will be 3" nominal tongue and groove wood deck, with rigid insulation, and standing seam metal roofs. Exterior walls will be grouted 8" CMU to provide a security perimeter, with 6" metal stud 6" fiberglass insulation, sheathed and clad with a composite rain-screen panel.

Interior partitions will be metal stud and abuse resistant gypsum wall board with additional panel sheathing in the bedrooms, with epoxy finishes in toilets and shower rooms. The wood deck ceiling will generally be exposed to view but out of reach, although there will be enclosed areas of attic for mechanical equipment. Ductwork and sprinkler piping will be exposed to view. Bedroomss and toilet rooms will have security grid ceilings with recessed, ceiling-mounted heads in compliance with anti-ligature best practice.

EXHIBIT 'D'

Finish materials are generally paint, with carpet in office, common spaces, classrooms, and multi-purpose spaces, sheet vinyl in food areas, corridors, and other spaces likely to receive spills, and sealed concrete in utility spaces. Interior doors are solid-core wood or wood-patterned vinyl covered steel, in security hollow metal frames with steel security grade doors at the secure perimeter, and interior sally ports. Windows along the secure perimeter will be detention grade steel, triple glazed with an exterior IGU, and a security grade inner lite. Glazing along the corridor will be aluminum storefront, thermally broken, with tempered or laminated IGU. The glazing at selected corridor areas and the gymnasium will be 3" thick solid glass Vistabrik. Glazing in the clerestories will be PCI Daylighting polycarbonate sandwich. Interior glazing will be laminated glass.

The building mechanical systems will be hydronic forced air, with ground water source heat pumps providing heating and cooling. The electrical and security systems are fully backed up by a natural gas emergency generator. Plumbing is connected to utilities in the adjacent public highways. The buildings are fully sprinklered.

EXHIBIT 'D'

V. LIST OF PERMITS & APPROVALS

108	Ewing Township
109	Winslow Township
110	Future Site

EXHIBIT 'D'

EXHIBIT 'D'

- Ewing Township Site Plan Approval

informational review will be conducted

- Mercer County Site Plan Approval

informational review will be conducted

- NJDEP Freshwater Wetlands

to be determined based on wetland presence/absence/delineation by others and potential impacts of site plan to regulated areas

- NJDEP Flood Hazard Area

unlikely based on record mapping/database review

- NJDEP Water Main Extension

not needed because Trenton Water Works (local water purveyor) has a Master Permit with NJDEP

need Trenton Water Works to update their Master Permit to include flow from project, and to coordinate with/get approval from Trenton Water Works for water service connection

- NJDEP Treatment Works Approval

not needed because estimated flow is 6,000 gpd; only sanitary sewer flows of more than 8,000 GPD require Treatment Works Approval;

will require coordination with/approval by Ewing Lawrence Sewage Authority (local treatment plant) for a new sanitary connection

- Mercer County Soil Conservation District Approval

Soil erosion plan certification required for disturbing more than 5,000 sf of soil

- NJPDES Permit

Permit for temporary discharge of storm-water during construction activities; prerequisite is soil erosion plan certification

- Delaware Raritan Canal Commission (DRCC) Approval

Because site is within DRCC regulated area and will create more than ¼ acre of impervious area, DRCC approval required

- Dept of Community Affairs (DCA) Building Permit

This state agency should handle building permit for state sponsored projects

EXHIBIT 'D'

WINSLOW TOWNSHIP

- Winslow Township Site Plan Approval

informational review will be conducted

- Camden County Site Plan Approval

informational review will be conducted

- NJDEP Freshwater Wetlands

unlikely based on record mapping/database review

- NJDEP Flood Hazard Area

unlikely based on record mapping/database review

- NJDEP Water Main Extension

not needed because estimated flow is 6,000 gpd; only water services of more than 12,000 GPD require Water Main Extension approvals;

will require coordination with/approval by New Jersey American Water Company (NJAWC) for a new water service connection, possibly include in their Master Permit (if applicable)

- NJDEP Treatment Works Approval

not needed because estimated flow is 6,000 gpd; only sanitary sewer flows of more than 8,000 GPD require Treatment Works Approval;

will require coordination with/approval by Camden County MUA (local treatment plant) for a new sanitary connection

- Camden County Soil Conservation District Approval

Soil erosion plan certification required for disturbing more than 5,000 sf of soil

- NJPDES Permit

Permit for temporary discharge of storm-water during construction activities; prerequisite is soil erosion plan certification

- NJ Pinelands Commission Approval

Because site is within regulated Pinelands area, approval from commission is required

- Dept of Community Affairs (DCA) Building Permit

This state agency should handle building permit for state sponsored projects

EXHIBIT 'D'

- Township Site Plan Approval

informational review will be conducted

- County Site Plan Approval

informational review will be conducted

- NJDEP Freshwater Wetlands

TBD based on site

- NJDEP Tidal Wetlands

TBD based on site

- NJDEP Flood Hazard Area

TBD based on site

- NJDEP Waterfront Development Permit

TBD based on site

- NJDEP Water Main Extension

TBD based on site

- NJDEP Treatment Works Approval

not needed because estimated flow is 6,000 gpd; only sanitary sewer flows of more than 8,000 GPD require Treatment Works Approval;
will require coordination with/approval by local sewage authority (local treatment plant) for a new sanitary connection

- County Soil Conservation District Approval

Soil erosion plan certification required for disturbing more than 5,000 sf of soil

- NJPDES Permit

Permit for temporary discharge of stormwater during construction activities; prerequisite is soil erosion plan certification

- Commission Approval

TBD

- Dept of Consumer Affairs (DCA) Building Permit

This state agency should handle building permit for state sponsored projects

EXHIBIT 'D'

EXHIBIT 'D'

VI. COST ESTIMATE

EXHIBIT 'D'

EXHIBIT 'D'

COST ESTIMATE

The Cost Estimate for the Model Youth Justice Facility / Model Secure Youth Facility is the basis for aligning all of the project costs with the Project Budget. The estimate is based on Preferred Conceptual Option for an approximately 52,855 sf facility located on an ideal site.

The configuration, while compact, is a one-story campus arrangement of buildings and support elements, which can be adapted to a variety of potential site dimensions by shifting the placements of the program elements to suit site conditions.

The estimate format, as shown on the next page, lists on a summary fashion the construction cost of an individual building, adds potential environmental contingency, soft costs such as fees, permits, construction contingency, owner's contingency, furniture/fixtures/equipment and fine art costs to arrive at a sub-total *Construction Cost*. Multiplying that cost by three buildings and adding a site acquisition results in a *Project Budget* of nearly $169,000,000, which is in alignment with the allocated funds.

The Cost Estimate of an individual building is generated from the concept diagrams and 3D sketches depicting the form, arrangement, materials and systems, as conceptualized, drawn and described in this report. Included in the estimate is design to LEED Silver, Location/Labor factors, Design Contingency, and Escalation to the anticipated midpoint of construction.

The detailed breakdown describes the assumptions about the various elements of the building construction.

EXHIBIT 'D'

Prototype/Model Secure Juvenile Justice Facility

Various Locations in NJ, Prevailing Wage, LEED Silver Certified, FF&E by Owner 8/15/2019

Construction Cost Estimate per Campus		**Cost/$**	**Comment**
Base Construction Estimate		35,895,367	
Site environmental contingency (incl. wetlands, applicable regulatory commissions requirements)		1,000,000	
Construction to LEED silver (11%)			incl. in base estimate
Location factor (1.15 construction on RS Means Construction Cost Data)			incl. in base estimate
Labor adjustment (PLA) (labor estimated 40% of CCE, increase factor 14%)			incl. in base estimate
Design Contingency			20% incl. in base estimate
Historic Cost increase to 2023			4.5% p/a incl. in base estimate
Sub-total Adjusted Construction Cost per Campus		**36,895,367**	

Soft Cost			
Design Fees, construction cost (incl. environmental & sustainability studies & design and LEED design)	12.0%	4,427,444	
CM Fees (construction cost)	6.0%	2,213,722	
DPMC Design Contingency (design fee)	10.0%	442,744	
DPMC construction contingency (construction cost)	5.0%	1,844,768	
DPMC management fee (construction cost)	8.0%	2,951,629	
Affirmative action (construction cost)	0.5%	184,477	
Permit fees (construction cost)	1.5%	553,431	
Fine art inclusion (building construction cost)	1.5%	538,431	
Owner's contingency	5.0%	1,844,768	
Reforestation allowance		132,668	
Sub-total Soft Cost per Campus		**15,134,082**	

Furniture, Furnishings & Equipment			
Classroom equipment		100,000	
Furniture (pod common areas, 12 offices, conference, sallyport)		80,000	
Athletic equipment and supplies		50,000	
Laundry		12,000	
Infirmary		75,000	
Dental		50,000	
Moving Cost		50,000	
Workstations & office furniture		1,200,000	
Sub-total FF&E per Campus		**1,617,000**	

Project Cost per Campus		**53,646,449**	
Building Area total GSF	52,855	sf	
Construction Cost per SF	698	$/sf	
Project Cost per SF	286	$/sf	

Acquisition of one (1) site	8,000,000	
TOTAL PROJECT COST (3 Campuses)	**168,939,348**	

EXHIBIT 'D'

APPENDIX

EXHIBIT 'D'

EXHIBIT 'D'

PRELIMINARY COST ESTIMATE

In 2017, NJ JJC conducted a study and created a Prelinimary Cost Estimate that formed the basis of the project budget for the JJC Prototype / Model Youth Justice Facility

EXHIBIT 'D'

Prototype/Model Secure Juvenile Justice Facility

Various Locations in NJ, Prevailing Wage, LEED Silver Certified, FF&E by Owner

Construction Cost Estimate per Campus		Cost/$ Central	Cost/$ Northern	Cost/$ Southern	Comment
Base Construction Estimate		36,202,804	36,926,860	36,926,860	Northen & Southern sites +5% on labor
Site environmental contingency (incl. wetlands, applicable regulatory commissions requirements)		1,000,000	1,000,000	1,000,000	
Construction to LEED silver (11%)					incl. in base estimate
Location factor (1.15 construction on RS Means Construction Cost Data)					incl. in base estimate
Labor adjustment (PLA) (labor estimated 40% of CCE, increase factor 14%)					incl. in base estimate
Design Contingency					20% incl. in base estimate
Historic Cost increase to 2023					4.5% p/a incl. in base estimate
Sub-total Adjusted Construction Cost per Campus		**37,202,804**	**37,926,860**	**37,926,860**	

Soft Cost					
Design Fees, construction cost (incl. environmental & sustainability studies and design and LEED design)	12.0%	4,464,336	4,551,223	4,551,223	
CM Fees (construction cost)	6.0%	2,232,168	2,275,612	2,275,612	
DPMC Design Contingency (design fee)	10.0%	446,434	455,122	455,122	
DPMC construction contingency (construction cost)	5.0%	1,860,140	1,896,343	1,896,343	
DPMC management fee (construction cost)	8.0%	2,976,224	3,034,149	3,034,149	
Affirmative action (construction cost)	0.5%	186,014	189,634	189,634	
Permit fees (construction cost)	1.5%	558,042	568,903	568,903	
Fine art inclusion (building construction cost)	1.5%	543,042	553,903	553,903	
Owner's contingency	5.0%	1,860,140	1,896,343	1,896,343	
Reforestation allowance		132,668	132,668	132,668	
Sub-total Soft Cost per Campus		**15,259,209**	**15,553,900**	**15,553,900**	

Furniture, Furnishings & Equipment					
Classroom equipment		100,000	100,000	100,000	
Furniture (pod common areas)		80,000	80,000	80,000	
Athletic equipment and supplies		50,000	50,000	50,000	
Laundry		12,000	12,000	12,000	
Infirmary		75,000	75,000	75,000	
Dental		50,000	50,000	50,000	
Moving Cost		50,000	50,000	50,000	
Workstations, office furniture & misc. furnishings		1,200,000	1,200,000	1,200,000	
Sub-total FF&E per Campus		**1,617,000**	**1,617,000**	**1,617,000**	

Project Cost per Campus		**54,079,013**	**55,097,760**	**55,097,760**	
Building Area total GSF	sf	52,855	52,855	52,855	
Construction Cost per SF	$/sf	704	718	718	
Soft Cost per SF	$/sf	289	294	294	

Allowance for Acquisition of Northern Site	4,700,000
TOTAL PROJECT COST (3 Campuses)	**168,974,533**

EXHIBIT 'D'

EXHIBIT 'D'