

# **SCOPE OF WORK**

## **Control Panel Installation**

NJ State Prison  
Trenton, Mercer County, N.J.

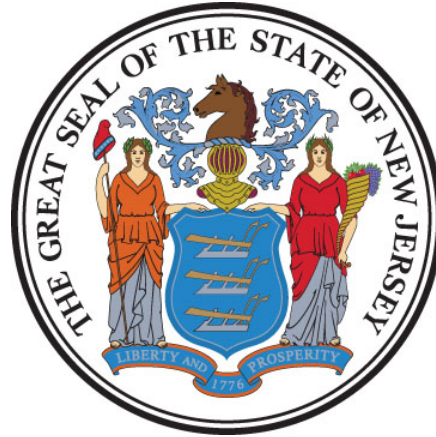
**Project No. C1016-00**

## **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: 11/27/19 Final**

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**PROJECT NAME: Control Panel Installation**  
**PROJECT LOCATION: New Jersey State Prison**  
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**PROJECT NAME: Control Panel Installation**  
**PROJECT LOCATION: New Jersey State Prison**  
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## **I. OBJECTIVE**

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The objective of this project is to remove, furnish and install two (2) Locking Control Panels and two (2) Intercom Panels in the North Wing Building on floors 2A and 3A at the New Jersey State Prison.

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## **II. CONSULTANT QUALIFICATIONS**

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### **A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS**

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

- **P048 Security Systems**

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).

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## **III. PROJECT BUDGET**

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

The initial Construction Cost Estimate (CCE) for this project is \$352,000

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

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

The Current Working Estimate (CWE) for this project is \$488,000

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

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

### **C. CONSULTANT'S FEES**

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

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## **IV. PROJECT SCHEDULE**

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### **A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE**

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

<b>PROJECT PHASE</b>	<b>ESTIMATED DURATION (Calendar Days)</b>
<b>1. Site Access Approvals &amp; Schedule Design Kick-off Meeting</b>	<b>14</b>
<b>2. Design Development Phase      50% (Minimum)</b>	<b>42</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Comment</i>	14
<b>3. Final Design Phase                  100%</b>	<b>42</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Approval</i>	14
<b>4. Final Design Re-Submission to Address Comments</b>	<b>7</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Approval</i>	14
<b>5. Permit Application Phase</b>	<b>7</b>
• <i>Issue Plan Release</i>	
<b>6. Bid Phase</b>	<b>42</b>
<b>7. Award Phase</b>	<b>28</b>
<b>8. Construction Phase</b>	<b>180</b>

## **B. CONSULTANT'S PROPOSED DESIGN & CONSTRUCTION SCHEDULE**

The 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 Consultant shall reflect their recommended project phases, phase activities, activity durations.

The 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 of this document entitled "Contract Deliverables - Project Close-Out Phase" and include this information in the bar chart schedule submitted.

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

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

## **C. CONSULTANT DESIGN SCHEDULE**

Based on the Notice to Proceed, Consultant shall update their approved schedule and shall distribute it at the design kickoff meeting. Note that this schedule shall be submitted in both paper format and on compact disk in a format compatible with *Microsoft Project*. This schedule will be binding for the Consultant's activities and will include the start and completion dates for each design activity. The Consultant and Project Team members shall use this schedule to ensure that all design milestone dates are being met for the project. The Consultant shall update the schedule to reflect performance periodically (minimally at each design phase) for the Project Team review and approval. Any recommendations for deviations from the approved design schedule must be explained in detail as to the causes for the deviation(s) and impact to the schedule.

## **D. BID DOCUMENT CONSTRUCTION SCHEDULE**

The Consultant shall include a construction schedule in Division 1 of the specification bid document. This schedule shall contain, at minimum, the major activities and their durations for each trade specified for the project. This schedule shall be in "bar chart" format and will be used by the Contractors as an aid in determining their bid price. It shall reflect special sequencing or phased construction requirements including, but not limited to: special hours for building access, weather restrictions, imposed constraints caused by Client Agency program schedules, security



needs, lead times for materials and equipment, anticipated delivery dates for critical items, utility interruption and shut-down constraints, and concurrent construction activities of other projects at the site and any other item identified by the Consultant during the design phases of the project.

## **E. CONTRACTOR CONSTRUCTION PROGRESS SCHEDULE**

The Contractor shall be responsible for preparing a coordinated combined progress schedule with the Sub-Contractors after the award of the contract. This schedule shall meet all of the requirements identified in the Consultant's construction schedule. The construction schedule shall be completed in accordance with the latest edition of the Instructions to Bidders and General Conditions and Bulletins that may be issued on the project.

The Consultant must review and analyze this progress schedule and recommend approval/disapproval to the Project Team until a satisfactory version is approved by the Project Team. The Project Team must approve the baseline schedule prior to the start of construction and prior to the Contractor submitting invoices for payment.

The Consultant shall note in Division 1 of the specification that the State will not accept the progress schedule until it meets the project contract requirements and any delays to the start of the construction work will be against the Contractor until the date of acceptance by the State.

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

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

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

The location of the project site is:

New Jersey State Prison  
Third & Federal Streets, PO Box 861  
Trenton, New Jersey 08625

See **Exhibit 'C'** for the project site location.

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

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

**PROJECT NAME: Control Panel Installation**  
**PROJECT LOCATION: New Jersey State Prison**  
**PROJECT NO: C1016-00**  
**DATE: 11/27/19**

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**1. DPMC Representative:**

Name: Richard Herrero, Design Project Manager  
Address: Division Property Management & Construction  
20 West State Street, 3<sup>rd</sup> Floor  
Trenton, NJ 08608-1206  
Phone No: (609) 292-6558  
E-Mail No: Richard.Herrero@treas.nj.gov

**2. Client Agency Representative:**

Name: Drew Pangaldi, Project Manager  
Address: Department of Corrections  
PO Box 863  
Trenton, New Jersey 08625  
Phone No: (609) 292-4036 x5270  
E-Mail No: Drew.Pangaldi@doc.nj.gov

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## **VI. PROJECT DEFINITION**

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### **A. BACKGROUND**

The New Jersey State Prison facility was opened in 1836 and presently contains seventeen (17) buildings located on a 14 acre site in the City of Trenton. See **Exhibit 'B'** for the building names and location. It is a maximum security institution categorized as Security Level IV-V by the Department of Corrections (DOC).

Inmate housing is primarily general confinement with segregation cell units housing approximately 1890 inmates. The Custody Staff and Communication Operators of the prison total approximately 780 employees and 450 non-uniformed employees.

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## **VII. CONSULTANT DESIGN RESPONSIBILITIES**

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### **A. CONTROL PANEL INSTALLATION**

#### **1. Demolition:**

The Consultant shall provide the design to remove the two (2) existing control panels and associated electronics located on the second floor 2A and third floor 3A of the North Wing Building at the New Jersey State Prison.

Provide the design to remove two (2) intercom panels and associated electronics located to the right of the control panels on the second floor 2A and third floor 3A of the North Wing Building at the New Jersey State Prison.

#### **2. Control Panels:**

The Consultant shall provide the design to furnish and install two (2) new control panels and associated electronics located on the second floor 2A and third floor 3A of the North Wing Building at the New Jersey State Prison. The control panels actuate the locking mechanisms to control, lock and unlock the cell doors to the referenced wings. Provide a specification and drawings to describe the new Control Panels and list three equal manufacturers.

The Consultant shall provide the design to furnish and install two (2) new intercom panels and associated electronics located on the second floor 2A and third floor 3A of the North Wing Building at the New Jersey State Prison. The intercom control panels are used to communicate via intercom system to the referenced cell block wings. Provide a specification and drawings to describe the new Intercom Panels and list three equal manufacturers.

Provide the design to confirm that the new control panels will be installed with a backup power source. In the event of a generator failure the locking system should be “Fail Secure” so that the locks will fail in the locked position. The officers will have to manually unlock the cells with keys in that situation.

#### **3. Electrical Service:**

The Consultant shall provide the design to install a new electrical service to the new locking control panels and to the intercom panels. The new service is to be installed inside the control panel cabinet located below the control panels and intercom panels. Provide specifications and drawings to the Project Team to show the locations of the new electrical service for review and approval.

Provide a signed and sealed electrical load calculation to confirm the existing electrical service is adequate to add the additional electrical load of the control panels and intercom panels.

## **B. CONTRACTORS USE OF THE PREMISES**

Refer to **Exhibit ‘E’**, 3 pages, entitled “Special Conditions For Construction At Trenton State Prison” and work with the DPMC Project Team and NJ State Prison security personnel to add any additional special security and policy requirements that must be followed during all work conducted at the facility and include this information in Division 1 of the specification.

Develop procedures for personnel to access the project site and construction areas, and provide the names and phone numbers of approved escorts when needed.

Division 1 of the specification shall include a statement that all Contractors must complete a security questionnaire and pass a criminal history record check conducted by the Department of Corrections Security staff.

## **C. 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](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 schedule 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.

## **D. 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 in CD form to each Consulting firm at the pre-proposal meeting to assist in the bidding process.

- **C0900-00: As-Built Drawings, 3/31/16, STV Incorporated Architects and Engineers**
- **N156: As-Built Drawings, 10/30/79, Ronald E. Vaughn, A.I.A. Architects**
- **C0546-00: As-Built Drawings, 10/15/93, Middle State Engineering, Inc.**

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

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

## **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.

# **E. 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.

### **F. 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:

Design Development Phase: One (1) oral presentation at phase completion.  
Presentation meetings will be conducted at the New Jersey State Prison location.

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



Presentation meetings will be conducted at the New Jersey State Prison location.

## **G. 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)*.

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# **VIII. CONSULTANT CONSTRUCTION RESPONSIBILITIES**

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## **A. GENERAL CONSTRUCTION ADMINISTRATION OVERVIEW**

This section of the Scope of Work is intended as a guide for the Consultant to understand their 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 their 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 their 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 their 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 their 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 their 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) calendar 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 their 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 their 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 their technical proposal so that their Sub-Consultants may participate in all appropriate phases and activities of this project or whenever requested by the Project Manager. This includes the pre-proposal site visit and 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.

### **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 their 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 their 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 their 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 their 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, 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 their 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 their 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.

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# **IX. PERMITS & APPROVALS**

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## **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/>

The Consultant shall complete the NJUCC permit application and all applicable technical sub-code sections with all technical site data required. The Agent section of the application and certification section of the building sub-code section shall be signed. These 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.

## **1. 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.

## **2. 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.

## **3. 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](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**

The Consultant shall respond in writing to the FM Global Insurance Underwriter plan review comments through the DPMC Plan & Code Review Unit Manager as applicable. 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 their fee proposal under the “Permit Phase”.

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# **X. GENERAL REQUIREMENTS**

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## **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

by 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> 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" rebates and incentives such as SmartStart, Pay4Performance, Direct Install or any other 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 their fee proposal.

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# **XI. ALLOWANCES**

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## **A. PERMIT FEE ALLOWANCE**

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

### **1. Permits:**

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



## **2. Permit Costs:**

The Consultant shall estimate the application fee costs for all of the required project permits, certificates, and approvals (excluding the NJ Uniform Construction Code permit) and include that amount in their fee proposal line item entitled **“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 for by the State.

## **3. Applications:**

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

## **4. Consultant Fee:**

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

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# **XII. SUBMITTAL REQUIREMENTS**

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## **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.

PROJECT NAME: Control Panel Installation  
PROJECT LOCATION: New Jersey State Prison  
PROJECT NO: C1016-00  
DATE: 11/27/19

### 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 PREPARED BY:

  
GREGORY SYMCAR, PROJECT MANAGER  
DPMC PROJECT PLANNING & INITIATION

12/6/19  
DATE

SOW APPROVED BY:

  
DREW PANGALDI, PROJECT MANAGER  
CLIENT AGENCY REPRESENTATIVE

12/16/19  
DATE

SOW APPROVED BY:

  
RICHARD HERRERO, DESIGN PROJECT MANAGER  
DPMC PROJECT MANAGEMENT GROUP

12/18/19  
DATE

SOW APPROVED BY:

  
RICHARD FLODMAND, DEPUTY DIRECTOR  
DIV PROPERTY MGT & CONSTRUCTION

12/23/19  
DATE

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## **XIV. CONTRACT DELIVERABLES**

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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, 2<sup>nd</sup> 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.

### **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

7.4.7 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)  
Electric Service

7.4.10 Drawings: 6 sets

Cover Sheet (See A/E Manual for format)

Site Plan

Site Utility Plan

Floor Plans

Elevations

Sections/Details

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, Communication/Security/Fire/Smoke/Exhaust)
- 8.4.4 Site Evaluation
- 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 5 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**

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**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) Shop Drawings

(e) 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

**PROJECT NAME: Control Panel Installation**  
**PROJECT LOCATION: New Jersey State Prison**  
**PROJECT NO: C1016-00**  
**DATE: 11/27/19**

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## **XV. EXHIBITS**

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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.

**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.

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

## EXHIBIT 'A'



Activity ID	Description	Reph	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	
<b>Plan Review-Permit Acquisition</b>			
CV4001	Review Constr. Documents & Secure UCC Permit	PR	
CV4010	Provide Funding for Construction Contracts	CA	
CV4020	Secure Bid Clearance	CM	
<b>Advertise-Bid-Award</b>			
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	
<b>Construction</b>			
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.

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DRCA - TEST

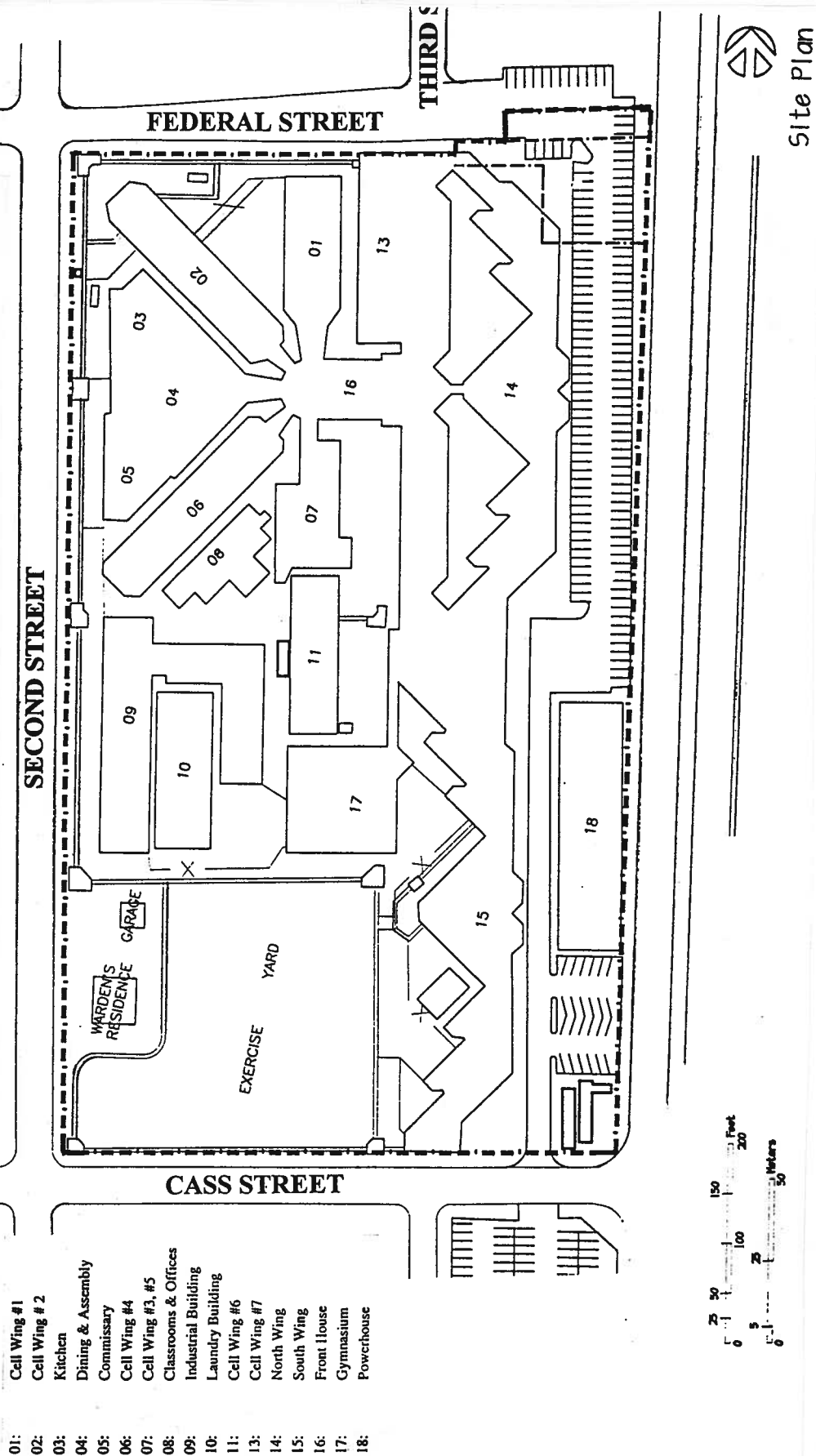
Sheet 2 of 3

Bureau of Design & Construction Services  
Routine Project

**Exhibit "A"**



# NEW JERSEY STATE PRISON, MERCER COUNTY, NEW JERSEY



**DIRECTIONS:** From the North - Route 1 - Follow Route 1 South into Trenton. (Note as you get into the Lawrenceville/Trenton area, be sure to stay on Route 1 ... **DO NOT TAKE ALTERNATE ROUTE 1**) After you pass the "Perry Street" exit, get in the right lane. Exit right onto Route 129. Take Route 129 to the second traffic light (Cass Street), and you will see the prison complex to the right. Make that right (west) onto Cass Street. The entrance to the prison is immediately to your right. Follow the entrance road straight down. You will see the main building entrance on your left and the parking area on your right.

**EXHIBIT 'B'**

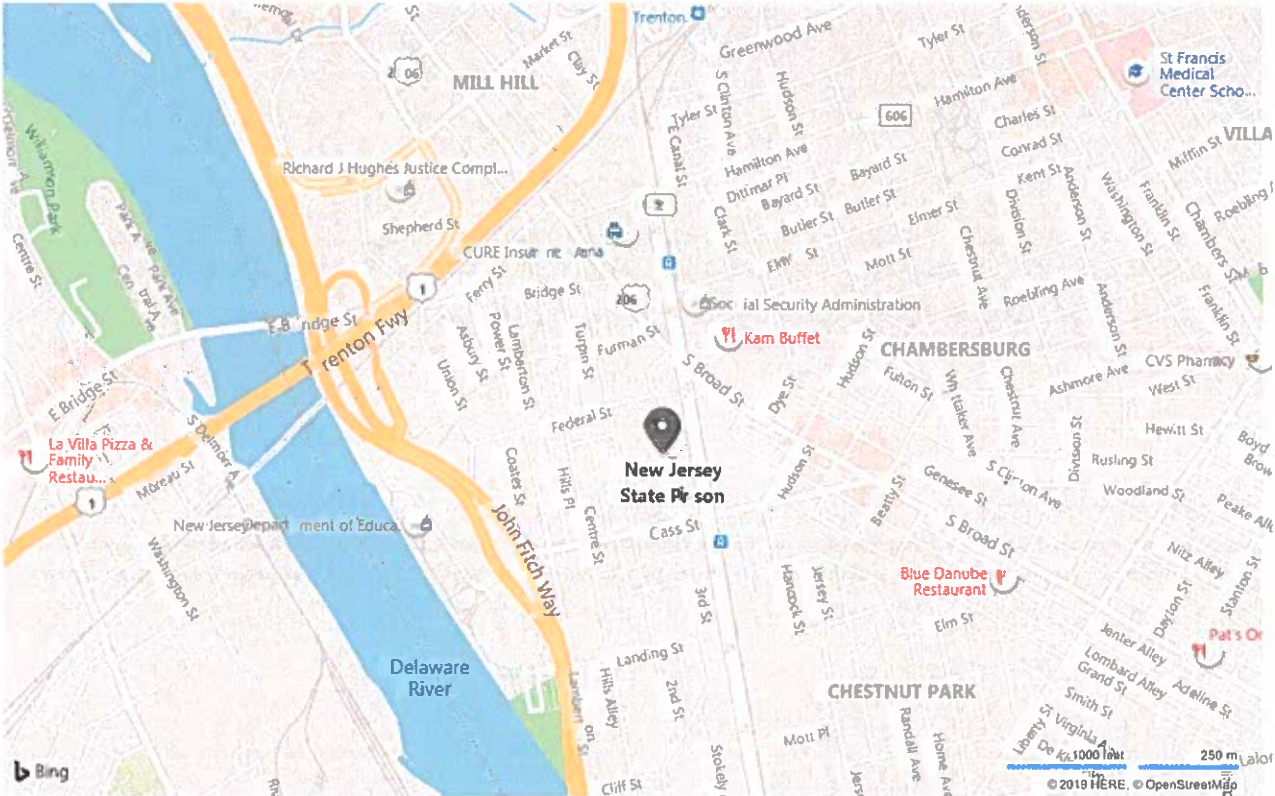


**New Jersey State Prison**

**Address:** 300 2nd St, Trenton, NJ 08611

**Phone:** (609) 292-9700

Type your notes here.



Data from: Facebook · Freebase · Wikipedia · Zillow · SchoolDigger

**EXHIBIT 'C'**  
**PROJECT SITE LOCATION**





**EXHIBIT 'D'**  
**NEW JERSEY STATE PRISON**



## **SPECIAL CONDITIONS FOR CONSTRUCTION AT TRENTON STATE PRISON MERCER COUNTY, NEW JERSEY**

**General:** Trenton State Prison is operated under maximum-security conditions and stringent regulations govern access and egress to and from the institution. The following procedures have been promulgated by the Prison Superintendent for guidance to contractors in the conduct of their work. Additional requirements that may be necessary for this project will be provided at the pre-construction meeting.

**Identification:** Construction personnel will be required to be finger-printed, photographed and have security clearance prior to entering the security perimeter of the institution. These activities will be conducted and coordinated by the Identification Officer ten working days in advance of the desired time. The contractor should submit names for security clearance in groups and not on an individual basis. Construction personnel who have received security clearance will be issued a temporary Identification Card which shall bear a photograph of the individual.

The Identification Cards of construction personnel working within the security perimeter shall be retained in the possession of the Receiving Gate Personnel while construction personnel are within the security perimeter.

**Prohibited Articles:** Although the institution's staff are familiar with the regulations regarding the taking of prohibited articles to or from inmates or into and out of the institution, construction personnel have most likely not been exposed to this type of environment. It is essential that construction personnel be encouraged to approach a custody staff member when in doubt as to his/her authorization to bring into the institution or take an article from the institution. Construction personnel should be advised that this institution is a maximum-security facility which incarcerates individuals serving lengthy sentences many of which are for extremely violent crimes. The possibility of violence and/or escape is a constant possibility. The introduction of prohibited articles might intensify the existing potential for violence and/or escape.

The following list is a sample of those items which are considered prohibited. This list is not all inclusive but represents examples:

- Firearms
- Ammunition (To include bullets fashioned as jewelry)
- Knives (To include pen-knives, hunting knives, switch-blades)
- Alcohol (Such as beer and hard liquor)
- Narcotics (Such as marijuana, barbiturates, amphetamines, hallucinogens, heroin, cocaine)
- Explosives

New Jersey Statute Annotated 2C:29-6b states, "A person commits a petty disorderly persons offense if he, provides an inmate with any other thing which the actor know should know it is unlawful for the inmate to possess". Violators of this statute will be prosecuted to fullest extent of the law.

Construction personnel shall ask the custody escort or a custody supervisor when questions are raised as to whether an item is considered a Prohibited Article.

**Illness or Accident:** In the event a construction employee is injured or becomes ill while on the job site, the institution Medical Department, at the request of the employee or his supervisor, shall render emergency first aid treatment. If further or more extensive treatment is necessary, it will be the responsibility of the contractor to secure such treatment.

**Custody Escorts:** Custody Escorts will ordinarily be scheduled for duty with the same duty hours as the construction personnel. Special duty hour arrangements will be made on an individual basis.

The Custody Escort is assigned to construction personnel to ensure security, custody supervision, escort and operational liaison between contract personnel and institution staff. The custody escort shall in addition to the duties described in this procedure:

1. Prevent any unauthorized contact between construction personnel and inmates;
2. Ensure construction personnel do not leave the job site without a staff escort; and
3. Remain with the construction personnel while they are within the security perimeter of the institution.

**Tools and Equipment:** The Custody Escort shall devise and maintain a tool and equipment inventory which shall reflect the quantity and types of tools and equipment which are utilized within the security perimeter. Any item brought into or from the security perimeter will be added or deleted from the inventory. A copy of inventory shall be forwarded daily to the Shop Marshall who will retain same for file.

The contractor will provide a tool storage box of sound construction with a heavy duty locking device. A key for the lock will be given to the receiving Gate to insure access in the event of an emergency.

The tool storage box will be utilized to secure all tools and small equipment left at the job site overnight and on weekends and holidays.

The Custody Escort shall ensure that:

- a. All tools and equipment are removed from the job site at the completion of the work day;  
or
- b. Those tools and equipment designed by construction personnel to remain at the job site are secured in the tool storage box.

Construction Personnel shall immediately notify the Custody Escort of any occurrence of a missing tool or equipment item. The Custody Escort will then immediately report to the Shop Marshall who will take measures to locate the item. The Custody Escort will in each instance of a missing tool or equipment item submit a Special Report detailing the incident to the Shop Marshall.

**Construction Vehicles:** The number of vehicles necessary to enter the security perimeter may vary dependent upon the requirements of the construction project. Construction personnel should utilize only the number of vehicles necessary for each days work. When necessary to leave a vehicle on the job site, construction personnel must remove the Distributor Cap or vehicle battery and secure the same in the tool storage box. If a tool storage box is not located at the job site, the distributor cap or battery must be removed from the security perimeter at the end of the work day.

Gasoline may be brought into the security perimeter on a daily basis. All gasoline must be taken from the security perimeter by construction personnel at the end of the day's work.

**Scaffolding and Ladders:** Construction personnel must advise the Custody Escort of any intended use of scaffolding and/or extension ladders. The Custody Escort shall advise the Shop Marshal that scaffolding and/or ladders are necessary and the Shop Marshal shall determine if additional precautions are necessary.

**Disposal of Construction Materials:** Construction personnel shall remove excess or disposed construction material when leaving same at the job site will pose a health or safety problem. All excess or disposed construction materials must be removed at the completion of each construction project.

**Toilet Facilities:** Dependent upon the location of the job site construction personnel may utilize the institution's toilet facilities or the contractor, upon agreement of the Superintendent, will provide a portable toilet to be located at or near the job site.

**Lunch Breaks:** Lunch breaks will be taken at approximately 12:00 noon daily. Dependent upon the location of the work project construction personnel may be escorted to Officers' Dining Room or the lunch break may be taken at the job site. The location of the Lunch Break will be determined by the Superintendent.

**Work Cancellations:** In the event that inclement weather or work delays will not permit work to be done on a given day or portion of a given day, the contractor must notify the Center Keeper not later than 7:00 a.m. (609) 292-9704 advising of the cancellation of work for that day or a portion of that day. The Center Keeper will then make the necessary custody duty reassignments.

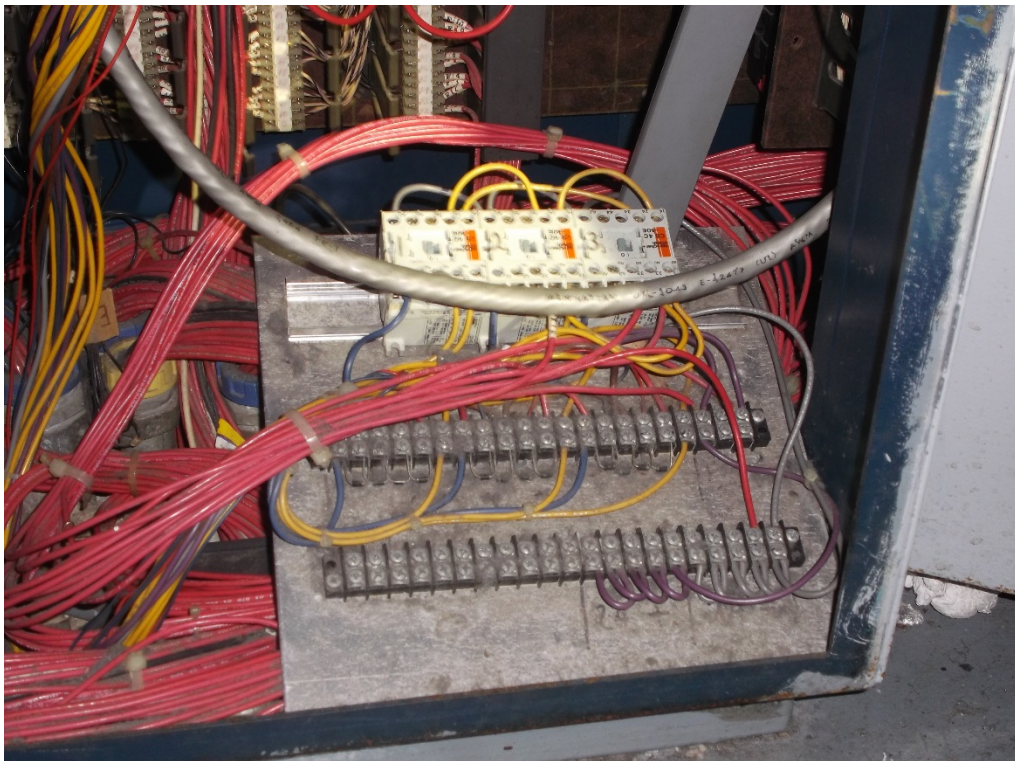
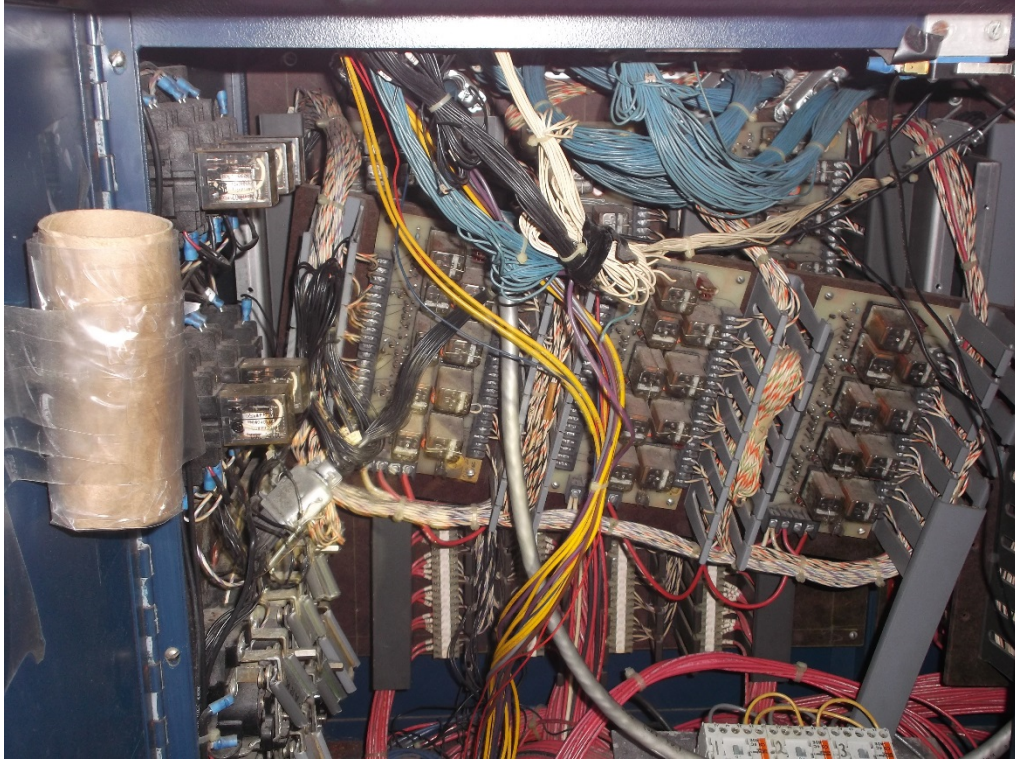
## **EXHIBIT 'E'**

# **CONTRACTOR'S REGULATIONS**



**EXHIBIT 'F'**  
**DOOR CONTROL PANEL / INTERCOM PANEL 2A**





**EXHIBIT 'F'**

**DOOR ELECTRONICS / INTERCOM ELECTRONICS 2A**





**EXHIBIT 'F'**

**DOOR CONTROL PANEL / INTERCOM PANEL 3A**



**EXHIBIT 'F'**

**DOOR ELECTRONICS / INTERCOM ELECTRONICS 3A**





**EXHIBIT 'F'**  
**MANUAL DOOR LOCKING PANEL**

# COMPLETE FORM IN BLUE INK ONLY

NEW JERSEY DEPARTMENT OF CORRECTIONS  
SPECIAL INVESTIGATIONS DIVISION  
PO BOX 863 TRENTON, NJ 08625

## NJDOC, RCRP, CONTRACT VENDOR EMPLOYEES, VOLUNTEERS & INTERNS APPLICATION FOR CLEARANCE AND ISSUANCE OF ID CARDS

Using **BLUE ink** only, all applicants must complete this pre-screening application in its entirety and will be subject to a criminal history background check as a condition of employment. Any omission or falsification of the requested information may render the application void and be just cause for denial of employment or immediate termination if employed. In addition, any applicant appearing on the permanent statewide ban list will be denied clearance.

**Check one:** ☐ New ☐ Promotion ☐ Renewal ☐ Background Check Only (No ID Issued)

**If new, have you ever been employed by the NJDOC in any capacity?** ☐ Yes ☐ No

*\*If yes, provide dates of employment, position and reason for leaving:*

**Check one:**

☐ Civilian ☐ DOHHS ☐ CFG ☐ OTHER: \_\_\_\_\_  
☐ Temporary ☐ RUTGERS ☐ Gateway ☐ RCRP: \_\_\_\_\_  
☐ Volunteer ☐ Custody

**NAME:** \_\_\_\_\_ **\*\*SS #:** \_\_\_\_\_  
(LAST) (FIRST) (M.I)

**AKA:** \_\_\_\_\_  
(OTHER NAMES USED SUCH AS MAIDEN NAME, ADOPTIONAL, RELIGIOUS, ETC.)

**DATE OF BIRTH:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **PLACE OF BIRTH:** \_\_\_\_\_  
(State or Country) *\*If you are a Naturalized Citizen, Naturalization paperwork must be attached.*

**SEX:** \_\_\_\_\_ **EYES:** \_\_\_\_\_ **HAIR:** \_\_\_\_\_ **COMPLEXION:** \_\_\_\_\_ **HT:** \_\_\_\_\_ **WT:** \_\_\_\_\_

**\*\*RACE:** ☐ Asian ☐ Black ☐ Indian ☐ White ☐ Other \_\_\_\_\_

**\*\*Completion of this part is mandatory. The information is to be used only for identification purposes and not as a basis for hire.**

**DRIVER'S LIC. #:** \_\_\_\_\_  
(State) (Number)

### MARKS, SCARS AND TATTOOS

TYPE (Scar, Mark, Tattoo)	BODY PART (Back, Shoulder, Leg)	SIDE (Left, Right, Front, Back)	DESCRIPTION (Rose with hearts. "RIP Rover". Skull. Burn marks. "232")

### CONTACT INFORMATION

**HOME ADDRESS:** \_\_\_\_\_  
(APT #, STREET)

\_\_\_\_\_  
(CITY) (STATE) (ZIP CODE)

**HOME PHONE #:** \_\_\_\_\_ **CELL PHONE #:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**EXHIBIT 'G'**

**PREVIOUS HOME ADDRESSES** *(Last ten years.)*

DATE FROM	DATE TO	ADDRESSES	CITY	STATE	ZIP

**ARRESTS, CONVICTIONS, SUMMONSES, EXPUNGEMENT OF RECORDS**

**For the purpose of this application the following words are defined as:**

**ARREST:** Includes any detaining, holding or taking into custody by police or any other law enforcement agency in this and/or any other state or foreign country.

**CHARGE:** Includes any indictment, complaint, summons or other notice of the alleged commission of any offense in this and/or any other state or foreign country.

**OFFENSE:** Includes all high misdemeanors, felonies, misdemeanors, disorderly persons/petty disorderly persons offenses under the criminal code of New Jersey or any other jurisdiction. Also included are local/municipal ordinance violations within this state or any other jurisdiction.

**EXPUNGEMENT:** Includes the extraction and isolation of all records on file within any court, detention or correctional facility, law enforcement or criminal justice agency concerning a person's detection, arrest, detention, trial or disposition of an offense within the criminal justice system.

☐ Yes ☐ No

**Have you ever been arrested, indicted, charged with and/or convicted of any offenses as defined above in this state or any other jurisdiction?** *If yes, then list below. Must also include all expungements, conditional discharges and pre-trial interventions, as well as DUI/DWI, domestic violence and juvenile offenses.*

NATURE OF CHARGE, ARREST OR CONVICTION	DATE OF INCIDENT	AGE AT TIME OF INCIDENT	NAME OF POLICE AGENCY OR COURT	DISPOSITION <i>(Convicted, Not Guilty, Dismissed, etc.)</i>

*\*If more space is needed, please provide requested information on a separate sheet of paper.*

☐ YES ☐ NO **DO YOU PRESENTLY HAVE ANY PENDING OFFENSES AS DEFINED ABOVE?** *If "YES", explain below.*

NATURE OF CHARGE OR ARREST	DATE OF INCIDENT	AGE AT TIME OF INCIDENT	NAME OF POLICE AGENCY OR COURT	SCHEDULED COURT DATES IF ANY

*\*If more space is needed, please provide requested information on a separate sheet of paper.*

**INCARCERATION, SUPERVISION & INMATE CONTACT**

☐ YES ☐ NO **HAVE YOU EVER BEEN INCARCERATED WITHIN THE NJDOC OR ANY OTHER JURISDICTION?**  
*If "YES", explain below. Include SBI #, dates of incarceration and facilities.*

--

☐ YES ☐ NO **HAVE YOU EVER ENGAGED IN SEXUAL ABUSE IN A PRISON, JAIL, LOCKUP, COMMUNITY FACILITY, JUVENILE FACILITY OR OTHER INSTITUTION (as defined by U.S.C. 1997)?**

☐ YES ☐ NO **HAVE YOU EVER BEEN CIVILLY OR ADMINISTRATIVELY FOUND OF ENGAGING, OR ATTEMPTING TO ENGAGE IN SEXUAL ACTIVITY IN THE COMMUNITY FACILITATED BY FORCE, OVERT OR IMPLIED THREATS OF FORCE, OR COERCION, OR IF THE VICTIM DID NOT CONSENT OR WAS ABLE TO CONSENT OR REFUSE?**

☐ YES ☐ NO **HAVE YOU EVER HAD ANY INTERACTION WITH THE NJDOC SPECIAL INVESTIGATIONS DIVISION (SID) OR INTERNAL AFFAIRS UNIT? If "YES", explain below:**

--

☐ YES ☐ NO **ARE YOU CURRENTLY ON PROBATION, PAROLE OR ANY OTHER COURT MANDATED SUPERVISION?**  
*If "YES", explain below.*

☐ YES ☐ NO **HAVE YOU BEEN UNDER SUPERVISION OF PROBATION, PAROLE OR ANY OTHER COURT MANDATED SUPERVISION WITHIN THE LAST 36 MONTHS? If "YES", explain below?**

DATE FROM	DATE TO	SUPERVISION TYPE	LOCATION OF SUPERVISION	NAME & NUMBER OF PERSON YOU REPORTED TO

☐ YES ☐ NO **TO YOUR KNOWLEDGE DO YOU HAVE ANY BUSINESS OR PERSONAL RELATIONSHIPS WITH CURRENT OR PREVIOUS INMATES WITHIN THE NJDOC? THIS INCLUDES, BUT IS NOT LIMITED TO, ANY ACQUAINTANCES OR FAMILY MEMBERS. If "YES", explain below.**

--

☐ YES ☐ NO **HAVE YOU EVER BEEN ON AN INMATE'S VISIT LIST or VISITED A NJDOC INMATE?**  
*If "YES", explain below.*

--

☐ YES ☐ NO **TO YOUR KNOWLEDGE ARE YOU OR WERE YOU EVER ON A NJDOC INMATE'S PHONE/PIN LIST?**  
*If "YES", explain below.*

CURRENT/ FORMER INMATE	SBI	INMATE NAME	RELATION	CONTACT TYPE (VISIT, PHONE, MAIL, NONE, ETC)

*\*If more space is needed, please provide additional information on a separate sheet of paper.*

☐ YES ☐ NO **ARE YOU CURRENTLY, OR HAVE YOU EVER BEEN AFFILIATED WITH AND/OR A MEMBER OF ANY SUBVERSIVE ORGANIZATION, ASSOCIATION, MOVEMENT OR GROUP, INCLUDING GANGS (BLOODS, CRIPS, LATIN KINGS, NETAS, MS-13, SKINHEADS, ORGANIZED CRIME OR ANY OTHER GANG)?** *If "YES", explain below.*

DATE	GROUP, GANG & SET	RANK OR ROLE	LOCATION

☐ YES ☐ NO **HAVE YOU EVER BEEN EMPLOYED BY THE NEW JERSEY DEPARTMENT OF CORRECTIONS OR ASSOCIATED HALFWAY HOUSES IN ANY CAPACITY? IF YES, EXPLAIN.**

#### ACKNOWLEDGEMENT AND AUTHORIZATION

I certify that the information on this application is complete and accurate to the best of my knowledge. I understand that any omissions or falsification of this application may result in my denial of employment or immediate termination if already employed. I hereby authorize the release of any and all information regarding me, to the NJ Department of Corrections, at their request, in order that they may determine my suitability for employment.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

#### \*\*\*\*\*FOR NJDOC CONTACT USE ONLY\*\*\*\*\*

**TITLE APPLYING FOR:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**DIVISION/BUREAU/UNIT:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**CONTACT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

#### \*\*\*\*\*FOR RCRP CONTACT USE ONLY\*\*\*\*\*

**TITLE APPLYING FOR:** \_\_\_\_\_ **ANTICIPATED HIRE DATE:** \_\_\_\_\_

**RCRP NAME:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_

**HOURS** \_\_\_\_\_ **DAYS:** \_\_\_\_\_

\_\_\_\_\_ is a potential employee of \_\_\_\_\_.

**APPLICANT NAME** \_\_\_\_\_ **RCRP NAME** \_\_\_\_\_

(A criminal background check of this potential employee is required prior to employment., to comply with Department of Corrections Contract Program hiring policy).

**NAME** \_\_\_\_\_ **TITLE** \_\_\_\_\_ **DATE** \_\_\_\_\_

\*\*\*\*\*FOR SPECIAL INVESTIGATIONS DIVISION USE ONLY\*\*\*\*\*

THE APPLICANT'S CRIMINAL HISTORY RECORD INDICATES:

ARREST & CONVICTION

ARREST & NO CONVICTION

CONVICTION & NO ARREST

NO RECORD

NAME

TITLE

DATE

\*\*\*\*\*FOR CONTRACT ADMINISTRATION UNIT\*\*\*\*\*

The above-mentioned applicant (has) (has not) been cleared for employment at the aforementioned Contract Program.

DATE

OCP/CAU DESIGNEE

\*\*\*\*\*FOR DIRECTOR, OFFICE OF COMMUNITY PROGRAMS\*\*\*\*\*

The above-mentioned applicant (has) (has not) been cleared for employment at the aforementioned Residential Community Release Program by the Director, Office of Community Programs.

DATE

DIRECTOR OR DESIGNEE  
OFFICE OF COMMUNITY PROGRAMS AND OUTREACH SERVICES

## EXHIBIT 'G'

# BACKGROUND CHECK FORM

## **Prison Rape Elimination Act of 2003 (PREA) Information for NJDOC Contractors**

### **I. Zero Tolerance of Prison Sexual Assault**

The Prison Rape Elimination Act (PREA) is a federal law that prohibits sexual abuse and sexual harassment of inmates in the custody of all NJDOC facilities. NJDOC maintains a zero tolerance policy for all forms of sexual abuse and sexual harassment. Sexual abuse and sexual harassment of inmates are prohibited and all departmental employees, volunteers and contractors must avoid inappropriate relationships with inmates.

Sexual misconduct under PREA includes but is not limited to:

- Offender-on-offender sexual assault and abuse
- Staff-on-offender sexual misconduct (sexual/inappropriate relationships with offenders)
- Offender-on-offender and staff-on-offender sexual harassment
- Volunteer/Contractor-on-offender sexual abuse or sexual harassment.

As a contractor working an NJDOC facility, you are subject to PREA. You must refrain from sexual abuse and sexual harassment of any offender at an NJDOC facility. If you are found to have engaged in sexual abuse of an inmate, you shall be prohibited with contact from inmates and subject to any remedial measures the Department deems appropriate. Incidents of sexual misconduct will be referred to law enforcement if criminal or to any relevant licensing bodies.

### **II. How to Report Sexual Abuse**

Regardless of the source, if you receive or have knowledge of any information regarding any of the misconduct listed above or if you observe an incident of inmate sexual abuse or sexual harassment you must immediately report it to any of the following:

Custody Supervisor in the Area  
NJDOC Special Investigations Division - 609-826-5617  
NJDOC SID Confidential Tip Line - 609-530-2500  
NJ Corrections Ombudsman - 609-633-2596  
Institutional PREA Compliance Manager at the Facility

If you have any questions, please see the Institutional PREA Compliance Manager at the facility in which you are working.

# EXHIBIT 'H'

## PREA FORM

### PREA Contractor Receipt Form

I have read and understand the Zero Tolerance Prison Sexual Assault Policy of the NJ Department of Corrections. I understand that sexual abuse and sexual harassment of any inmate in the custody of NJ DOC is prohibited. I understand that I must report any knowledge of inmate sexual abuse or sexual harassment and have been instructed on how to report same. I understand that if I have any questions, I may contact the Institutional PREA Compliance Manager at the facility I am assigned.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

EXHIBIT 'H'

PREA FORM



CONFIDENTIAL

CHILD ABUSE RECORD INFORMATION FORM  
DEPARTMENT OF CHILDREN & FAMILIES  
JUVENILE JUSTICE COMMISSION

Indicate Reason for CARI by Checking Appropriate Box

Employee: ☐ New Employee ☐ Promotion; ☐ Volunteer; ☐ Intern  
Contractor: ☐ New Contractor ☐ Renewal

PLEASE PRINT CLEARLY IN INK. COMPLETE THIS FORM ON BOTH SIDES AND RETURN IT TO THE JUVENILE JUSTICE COMMISSION. ATTACH ADDITIONAL SHEETS IF MORE SPACE IS NEEDED.

Your full name (first, middle, last): \_\_\_\_\_

Previous name, maiden name or nicknames: \_\_\_\_\_

Date of name change, if applicable: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Race: \_\_\_\_\_

Social Security number:<sup>1</sup> \_\_\_\_\_ Sex: \_\_\_\_\_

Full Names and Dates of Birth of your children, if any:<sup>2</sup> \_\_\_\_\_

Your previous addresses since your 18<sup>th</sup> birthday and the dates you lived at each address: (ATTACH ADDITIONAL SHEETS IF MORE SPACE IS NEEDED).

1) \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_  
(month) (year) (month) (year)

2) \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_  
(month) (year) (month) (year)

3) \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_  
(month) (year) (month) (year)

<sup>1</sup> Pursuant to the Federal Privacy Act of 1974 (P.L. 93-579), the disclosure of your Social Security Number is voluntary. Your Social Security Number, race, date of birth, and sex will only be used for the purpose of conducting a Child Abuse Record Information background check in order to comply with the Prison Rape Elimination Act (PREA) 42 U.S.C. 15601; 28 CFR 115.317.

<sup>2</sup> The disclosure of the Names and Dates of Birth of your children is voluntary. This information will only be used for the purpose of conducting a Child Abuse Record Information background check of the applicant in order to comply with the Prison Rape Elimination Act (PREA) 42 U.S.C. 15601; 28 CFR 115.317.

Name: \_\_\_\_\_

page 2

Any Juvenile Justice Employee; Volunteer; Intern; or Contractor completing this form must read the following and sign below:

I consent to have the Department of Children and Families conduct a Child Abuse Record Information check to determine whether an allegation of child abuse or neglect has been substantiated against me. I understand that if a record of substantiated child abuse or neglect is found, or if I refuse to sign this consent form, I may not be permitted to work or continue to work as a JJC employee; Volunteer; Intern; or Contractor. I certify that all information I have given on this form is accurate and complete to the best of my knowledge.

☐ I certify that I am not currently being investigated for an allegation of child abuse or neglect

☐ I certify that I am currently being investigated for an allegation of child abuse or neglect

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

All requests should be mailed to the following address:  
Department of Children and Families-Office of Legal Affairs  
50 East State Street, 4<sup>th</sup> Floor  
CARI Unit-CC# 910  
P.O. Box 717  
Trenton, NJ 08625-0717  
(855)-744-4913

**FOR JJC USE ONLY**

JJC STAFF NAME: Attn: Keith Poujol, Chief Administrative Officer

MAILING ADDRESS: 1001 Spruce Street, Suite 202, Trenton, NJ 08638

Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR DEPARTMENT OF CHILDREN & FAMILIES USE ONLY**

CARI staff initials \_\_\_\_\_

CARI JJC 07/14

**EXHIBIT 'I'**  
**CARI FORM**