

SCOPE OF WORK

Fire Safety Study

New Jersey State Prison
Trenton, Mercer County, N.J.

Project No. C1025-00

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: October 8, 2019

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MERCER COUNTY, NEW JERSEY

I. OBJECTIVE

The objective of this project is to perform a fire safety study at New Jersey State Prison and develop a strategic and tactical plan of action, with cost estimates, to prioritize and abate fire code violations.

II. CONSULTANT QUALIFICATIONS

A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS

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

- **P001 Architecture**

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

- **P002 Electrical Engineering**
- **P003 HVAC Engineering**
- **P004 Plumbing Engineering**
- **P010 Fire Protection Engineering**
- **P025 Estimating/Cost Analysis**
- **P037 Asbestos Design**
- **P065 Lead Paint Evaluation**

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

III. PROJECT BUDGET

A. PROJECT COSTS

The Consultant shall determine the construction cost estimate (CCE) and current working estimate (CWE) for the recommended facility improvements described in the Study. Project cost items shall include, but not limited to: construction costs, Consultant design and construction administration fees, Construction Management Firm (CMF) fees (if recommended), testing costs, affirmative action, DPMC management fees, contingencies, permits, allowances, and escalation factors for the anticipated construction year of the facility improvements.

B. PROFESSIONAL COST ESTIMATOR

The Consultant or Sub-Consultant providing the cost estimates must be pre-qualified with DPMC in the Estimating/Cost Analysis Specialty Discipline.

All cost estimates shall be adjusted for regional location, site factors, construction phasing, 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.

All cost estimates must be submitted on a DPMC-38 Project Cost Analysis form for each improvement recommended with a detailed construction cost analysis in CSI format for all appropriate divisions and sub-divisions.

C. CONSULTANT'S FEES

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

IV. PROJECT SCHEDULE

A. SCHEDULE

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

PROJECT PHASE	ESTIMATED DURATION (Calendar Days)
1. Site Access Approvals & Schedule Kick-off Meeting	14
2. Preliminary Study Phase 50% Completion	60
• <i>Project Team Review & Comment</i>	14
3. Final Study Phase 100% Completion	21
• <i>Project Team Review & Approval</i>	14
4. Final Study Report	14

B. CONSULTANT’S PROPOSED SCHEDULE

The Consultant shall submit a Study 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.

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. APPROVED SCHEDULE

The Project Manager will issue the Consultant’s approved project schedule at the first kickoff meeting. This schedule will be binding for the Consultant’s activities and will include the start and completion dates for each activity. The Consultant and Project Team members shall use this schedule to ensure that all milestone dates are being met for the project. The Consultant shall update the schedule to reflect performance at each phase of the project for the Project Team review and approval. Any recommendations for deviations from the approved schedule must be explained in detail as to the causes for the deviation(s) and impact to the schedule.

V. PROJECT SITE LOCATION & TEAM MEMBERS

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

B. PROJECT TEAM MEMBER DIRECTORY

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

1. DPMC Representative:

Name: Nurul Hasan, Project Manager
Address: Division Property Management & Construction
20 West State Street, 3rd Floor
Trenton, NJ 08608
Phone No: (609) 633-8265
E-Mail No: nurul.hasan@treas.nj.gov

2. DOC Representative:

Name: Drew Pangaldi, Project Manager
Address: Department of Corrections
Stuyvesant Avenue & Whittlesey Road
West Trenton, New Jersey 08625
Phone No: 609-292-4036 x5270
E-Mail No: Drew.Pangaldi@doc.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

The Department of Corrections (DOC) has been cited at many of their facilities for being non-compliant with the New Jersey Fire Safety Code. The DOC has initiated studies to identify requirements and costs to bring these facilities into compliance with the code. One of these facilities is the New Jersey State Prison (NJSP) in Trenton, New Jersey.

This project will provide a study of the NJSP, including buildings with no notice of violations, and provide DOC with a cost estimate and recommendations for necessary upgrades to the fire protection systems at NJSP to comply with the New Jersey Uniform Fire Safety Code. A strategic and tactical plan will be developed to guide the DOC as they move forward with the goal of increasing fire safety at NJSP and bring the facility into compliance with the Uniform Fire Safety Code.

B. FUNCTIONAL DESCRIPTION OF THE FACILITY

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. 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.

See **Exhibit 'B'** for the facility site map and **Exhibit 'C'** for a list of buildings that are included in the study. Every building on the list will be surveyed regardless of whether or not it has a fire code violation. Note that there are some buildings on the list that are not necessarily identified on the site map. A list of fire code violations is shown in **Exhibit 'D'**. Some repairs have been made and are awaiting re-inspection. Some citations are for maintenance violations and some are for capital intensive upgrades like the need for fire suppression throughout the facility. The facility is required to provide a secondary means of egress in Wing 3, 4 and 7.

The fire alarm system was replaced under DPMC Project C0685-00 which was completed in 2006. Drawings will be provided to the Consultant.

Domestic and fire service water is supplied by Trenton Water Works. The domestic water system supplies water to 9 fire hydrants located around the property. An 8" pipe provides pressurized water from the Power House to the main cell wings of the facility.

One of two fire service lines enters the kitchen from the city main on Second Street. The other fire service line comes off of the 16 inch main on Route 129 and serves 2 hydrants and one standpipe along the east side of the building.

VII. CONSULTANT RESPONSIBILITIES

A. GENERAL INFORMATION

This section of the Scope of Work is intended as a guide for the Consultant to understand the overall basic requirements of the project and is not intended to identify each specific component of the study. It will be the Consultant's responsibility to provide all of the required detail necessary to complete a comprehensive study that will provide a context that will allow decisions to be made when resource improvements are required based on the Client Agency needs or other factors.

The Consultant shall ensure that all of the requirements identified in this section of the scope of work are addressed and included in the final study where appropriate.

B. PRE-STUDY CONFERENCE MEETING

Prior to the start of the study, the Consultant shall meet with the members of the Project Team to coordinate the following items:

1. Project Directory:

Develop a project directory that identifies the name and phone number of key designated representatives at each facility who may be contacted during the project duration.

2. Site Access:

Develop procedures to access each project site and provide the names and phone numbers of approved escorts when needed. All facility site visits shall be coordinated and pre-approved by the Project Team members prior to the visit. Obtain copies of special security and policy procedures that must be followed during all survey work conducted at the facilities.

3. Existing Documentation:

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

- DPMC C0685-00: New Jersey State Prison Fire Alarm, 7/9/06, Omdex Incorporated Consulting Engineers

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.

4. Scope of Work:

Review the study requirements contained in this document with the Project Team members to ensure that all parties agree with the scope of the work.

5. Project Schedule:

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

C. DATA GATHERING & INTERVIEWS

The Consultant shall meet with the Project Team Members and representatives of the Department of Corrections to schedule the site visits and approve the procedures necessary to assess the site and interview the building manager. Surveys, measurements, photographs and other data collection methods shall be performed in such a way to minimize disruption to the operation of the facility. A structured process shall be developed that will document the condition of each facility component assessed.

D. FIRE SAFETY STUDY

The Consultant shall inspect the buildings listed in **Exhibit 'C'** and review them for fire safety upgrades, including carbon monoxide (CO) detection. Some of these buildings will have fire code violations as shown in **Exhibit 'D'**. The Consultant shall provide a plan of action with recommendations and cost estimates to provide fire safety upgrades and abate the violations.

The buildings shall be inspected and all fire protection components shall be rated for physical condition and renovation or replacement requirements. Based on these findings, the Consultant shall recommend the improvements for each building and a table shall be prepared that will itemize them by priority based on fire safety and code compliance. All required and recommended improvements shall have associated costs. The costs shall be all inclusive and shall include construction costs, A/E fees, DPMC fees, contingencies, allowances, permit fees, and escalation factors.

E. HAZARDOUS BUILDING MATERIALS

Consultant shall survey the building(s) and, if deemed necessary, collect samples of materials that will be impacted by the fire safety study and analyze them for the presence of hazardous materials including:

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

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

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

Consultant shall attach a detailed cost breakdown sheet for use by DPMC during the proposal review and potential fee negotiations. The cost breakdown sheet shall include, but not be limited to, the following information:

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

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

F. FIRE SAFETY STUDY REPORT

The Fire Safety Study Report shall be a compilation of all the information requested in this Scope of Work and identified in Section XI of this document entitled "Contract Deliverables". It is suggested that the document be divided into the following sections. The Consultant may add sections as necessary:

- Executive Summary
- Purpose, Limitations and Process
- Existing Conditions, Requirements & Recommendations
 - Fire Protections Systems
 - Requirements
 - Recommendations
 - Hazardous Materials
 - Cost Estimates
- Exhibits & Addendums
 - Site Location Maps
 - Photographs
 - Floor Plans
 - Fire Protection System Schematic Drawings

The document shall contain a narrative of the surveys, inspections, and investigations conducted for each item listed. Recommendations to replace, repair and/or upgrade each building component shall be described and prioritized based on fire safety and code compliance. All recommendations shall include estimates of costs. All floor plan drawings, surveys, utility schematics and colored photographs related to the buildings and their components shall be included for reference. All survey data, interviews, field notes, cost calculations, review comments, etc. shall be included in the study as an addendum.

The Consultant shall make an oral presentation of the study to the Project Team members at the preliminary and final study phase. All study evaluations and recommendations shall be discussed at each presentation.

G. MEETINGS & PRESENTATIONS

1. Meetings:

Conduct the appropriate number of review meetings with the Project Team members during each 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 to meet the project objectives. Special considerations shall also be addressed such as: site access limitations, schedule requirements, security restrictions, etc.

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

Record the minutes of each 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. Presentations:

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

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

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

H. CONTRACTOR USE OF THE PREMISES

Refer to **Exhibit 'E'** to find "Special Conditions for Construction at Trenton State Prison, Mercer County, New Jersey" and work with the Project Team 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.

VIII. PERMITS & APPROVALS

A. REGULATORY AGENCY PERMITS & APPROVALS

Identify all State and Federal Regulatory Agency approvals and permits that will govern and affect the work proposed in the study. An itemized list of these approvals and permits shall be included for each facility and the total amount of the application fees should be included as part of the CWE.

IX. GENERAL REQUIREMENTS

A. SCOPE CHANGES

The Consultant must request any changes to this Scope of Work in writing. An approved DPMC 9d Consultant Amendment Request form reflecting authorized scope changes must be received by the Consultant prior to undertaking any additional work. The DPMC 9d 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 9d form is done at the Consultant's own financial risk.

B. ENERGY INCENTIVE PROGRAM

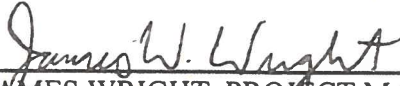
The Consultant shall review the programs described on the "New Jersey's Clean Energy Program" website at: <http://www.njcleanenergy.com> to determine if any proposed upgrades to the mechanical and/or electrical equipment and systems for this project qualify for "New Jersey Clean Energy Program" rebates and incentives such as SmartStart, Pay4Performance, Direct Install or any other incentives.

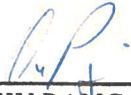
PROJECT NAME: Fire Safety Study
PROJECT LOCATION: New Jersey State Prison
PROJECT NO: C1025-00
DATE: October 8, 2019

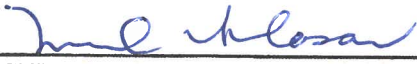
X. SOW SIGNATURE APPROVAL SHEET


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:  10/8/2019
JAMES WRIGHT, PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY:  11/6/19
DREW PANGALDI, PROJECT MANAGER DATE
DEPARTMENT OF CORRECTIONS

SOW APPROVED BY:  11/13/19
NURUL HASAN, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY:  11/14/19
RICHARD FLODMAND, DEPUTY DIRECTOR DATE
DIV PROPERTY MGT & CONSTRUCTION
BY: WATNS J MARTORELLI
ASSISTANT DEPUTY DIRECTOR
ACTING CONTRACTING OFFICER

XI. CONTRACT DELIVERABLES

The following is a listing of Contract Deliverables that are required at the completion of each phase of this project. The Consultant shall refer to the DPMC publication entitled, "Procedures for Architects and Engineers," Volumes I and II, 2nd Edition, dated January, 1991 to obtain a more detailed description of the deliverables required for each item listed below.

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

FIRE SAFETY STUDY REPORT

- Executive Summary**
- Purpose, Limitations and Process**
- Existing Conditions & Recommendations**
 - Fire Protections Systems
 - Requirements
 - Recommendations
 - Hazardous Materials
 - Cost Estimates
- Exhibits & Addendums**
 - Site Location Maps
 - Photographs
 - Floor Plans
 - Utility System Schematic Drawings

SUBMISSIONS, COPIES AND PRESENTATIONS

- Preliminary Study Phase Submission (20 Copies)**
 - Oral Presentations
- Final Study Phase (20 copies)**
 - Oral Presentation
- Copy of Electronic Data**

XII. EXHIBITS

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

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

Sheet 1 of 3

Bureau of Design & Construction Services
Routine Project

Exhibit "A"

DBCA - TEST

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

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

DBCA - TEST

Sheet 3 of 3

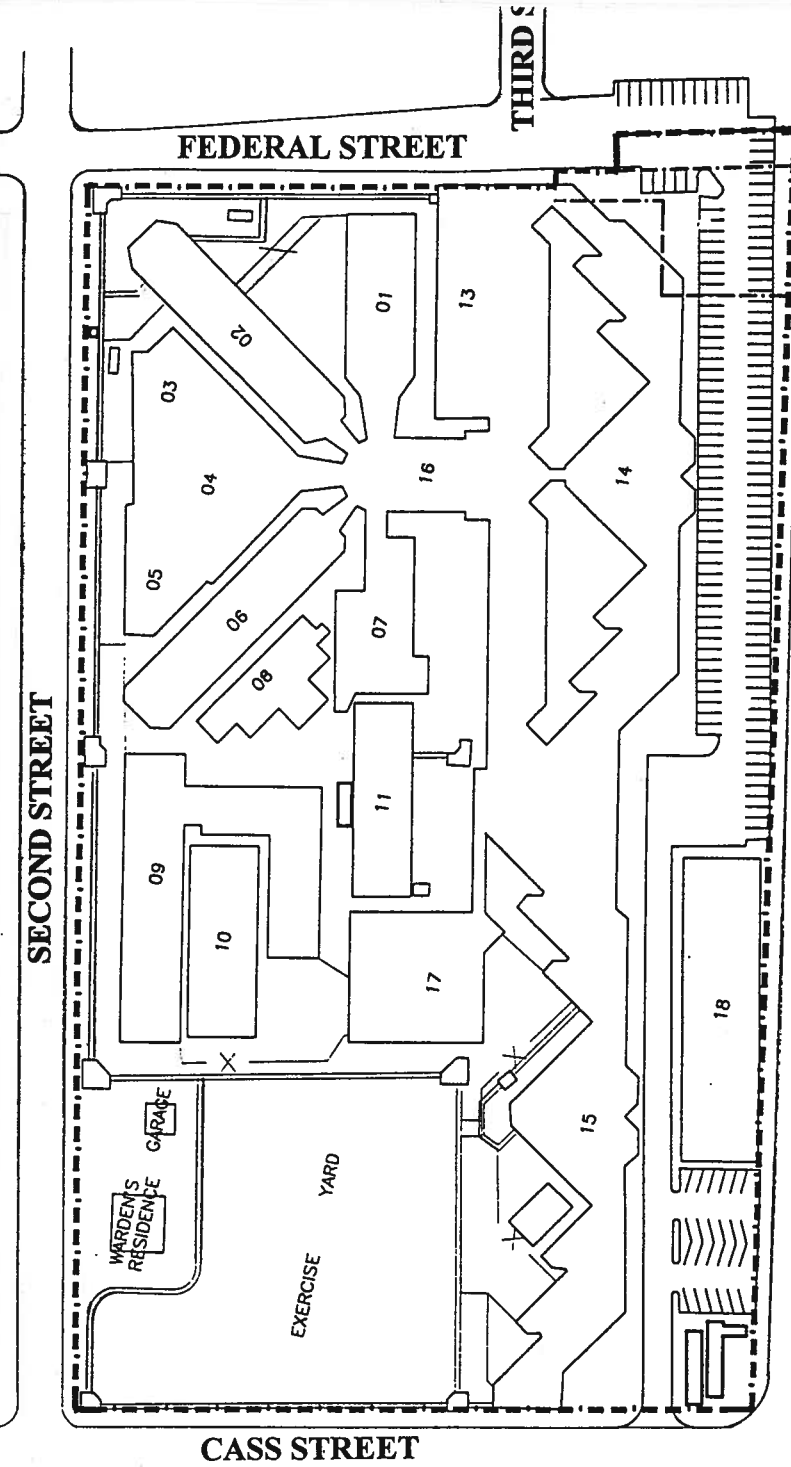
Bureau of Design & Construction Services
Routine Project

Exhibit 'A'

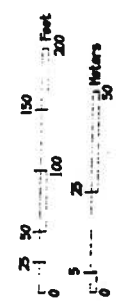
NOTE:
Refer to section "IV Project Schedule" of the
Scope of Work for contract phase durations.

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NEW JERSEY STATE PRISON, MERCER COUNTY, NEW JERSEY



- 01: Cell Wing #1
- 02: Cell Wing # 2
- 03: Kitchen
- 04: Dining & Assembly
- 05: Commissary
- 06: Cell Wing #4
- 07: Cell Wing #3, #5
- 08: Classrooms & Offices
- 09: Industrial Building
- 10: Laundry Building
- 11: Cell Wing #6
- 13: Cell Wing #7
- 14: North Wing
- 15: South Wing
- 16: Front House
- 17: Gymnasium
- 18: Powerhouse



Site Plan

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'

Bldg Id	Bldg Name
1772	Central HUB West Compound
1773	Cell Wing #4
1774	Cell Wing #2
1775	Commissary Building
1776	Industrial Shop Building
1777	Dining Hall
1778	Cell Wing #5/#3
1779	Cell Wing #1
1780	Cell Wing #6
1781	Cell Wing #7
1783	Donald Borne School Building
1784	North Compound
1785	South Compound
1785	Power House
1787	Gymnasium
1789	Administrator's House
1790	Administrator's Garage
1791	Sallyport Guard House
1792	Guard Tower #8 South Wall
1793	Guard Tower #2 North Wall
1794	Guard Tower #3 NW Corner
1795	Guard Tower #4 West Wall A
1796	Guard Tower #5 West Wall B
1797	Guard Tower #6 West Wall C
1798	Guard Tower #7 SW Corner
1799	Guard Tower #1 North Compound
1800	Guard Tower #11 Center
1802	New Kitchen Facility
4111	Laundry Building
5154	Mailroom Building (Cass Street)
5155	Guard Tower #9 South Compound
8044	Storage Shed (Power House)

EXHIBIT 'C'

NJ DOC Fire Code Violations Master



Repairs Completed, awaiting re-inspection by DFS Inspector



Unabated Maintenance Violation



Abated Violation



DFS Inspection Appeal Submitted



Capital Budget, Retrofit Violations are not color coded

Date Updated: March 26, 2018

NJDOC Fire Code Violations

Facility: NJSP

Date: 7/12/2018

ID #	BLDG	Location	Violation	Date Cited	DFS Status	Corrective Action	Est. Comp. Date	Retrofit or Maint	Extension Submitted	Extension Granted
3817632	Powerhouse	ar of Powerhou	Open junction box	7/9/2018	Unabated	Repair	8/9/2018	Maint,	n/a	n/a
3817633	Powerhouse	Rear of Powerhouse	Elect. Panel missing cover	7/9/2018	Unabated	Repair	8/9/2018	Maint,	n/a	n/a
3817634	Powerhouse	Middle of Powerhouse	Remove yellow extension cord	7/9/2018	Unabated	Remove	8/9/2018	Maint,	n/a	n/a
3817635	Fronthouse	S.I.D FRONT DESK	Remove extension cord	7/9/2018	Unabated	Remove	8/9/2018	Maint,	n/a	n/a
381736	Fronthouse 3rd floor	Locksmith office	Ceiling tile	7/9/2018	Unabated	Repair	8/9/2018	Maint,	n/a	n/a
3817637	Fronthouse 3rd floor	Locksmith office	Clearance in front of Elect. Panel	7/9/2018	Unabated	Remove	8/9/2018	Maint,	n/a	n/a
3817638	South Compound	1-D closet	Outlet cover missing	7/9/2018	Unabated	Remove	8/9/2018	Maint,	n/a	n/a
3817639	South Compound	1-D closet	Clearance in front of Elect. Panel	7/9/2018	Unabated	Repair	8/9/2018	Maint,	n/a	n/a
3817640	South Compound	Gym booth	Esctcheon plate missing	7/9/2018	Unabated	Repair	8/9/2018	Maint,	n/a	n/a
3817641	South Compound	Gym upper workout area	Esctcheon plate missing	7/9/2018	Unabated	Repair	8/9/2018	Maint,	n/a	n/a
3817642	South Compound	Gym Lower storage area	Esctcheon plate missing	7/9/2018	Unabated	Repair	8/9/2018	Maint,	n/a	n/a
3817643	South Compound	Gym Lower workout area	Esctcheon plate missing	7/9/2018	Unabated	Repair	8/9/2018	Maint,	n/a	n/a
3817644	South Compound	Chaplain office	Ceiling tile	7/9/2018	Unabated	Repair	8/9/2018	Maint,	n/a	n/a
3817645	NJSP	Cookhouse	Provide hood system test report	7/9/2018	abated	Provide	8/9/2018	Maint,	n/a	n/a
3817646	NJSP	Through-out	Install suppression system	7/9/2018	Unabated	Capital /Impro	8/9/2018	Retrofit	n/a	n/a
3817647	NJSP	3-Wing	2nd egress	7/9/2018	Unabated	Capital /Impro	8/9/2018	Retrofit	n/a	n/a
3817648	NJSP	4-Wing	2nd egress	7/9/2018	Unabated	Capital /Impro	8/9/2018	Retrofit	n/a	n/a
3817649	NJSP	7-wing	2nd egress	7/9/2018	Unabated	Capital /Impro	8/9/2018	Rrtrofit	n/a	n/a

EXHIBIT 'D'

**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.

EXHIBIT 'E'

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.

EXHIBIT 'E'

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 days 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.