

# **SCOPE OF WORK**

## **Building 30 Demolition**

Marie Katzenbach School for the Deaf  
Ewing, Mercer County, NJ

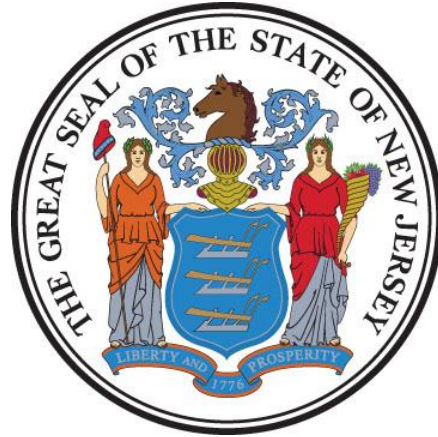
**Project No. E0413-00**

## **STATE OF NEW JERSEY**

Honorable Mikie Sherrill, Governor  
Honorable Dr. Dale G. Caldwell, Lt. Governor

## **DEPARTMENT OF THE TREASURY**

Aaron Binder, State Treasurer



## **DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION**

Thomas A. Edenbaum, Director

**Date: April 7, 2026**

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## **I. OBJECTIVE**

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The objective of this project is to demolish Building 30 on the grounds of the Marie Katzenbach School for the Deaf in Ewing, New Jersey. Power to the security gatehouse that comes from Building 30 will be rerouted to come from Building 1 or another location.

## **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):

- **P001 Architecture**

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

- **P002 Electrical Engineering**
- **P025 Estimating/Cost Analysis**
- **P037 Asbestos Design**
- **P038 Asbestos Safety Control Monitoring**
- **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**

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

The initial Construction Cost Estimate (CCE) for this project is \$1,555,024.

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

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

The Current Working Estimate (CWE) for this project is \$2,118,278.

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

The CWE is the client agency’s financial budget based on this project Scope of Work and shall not be exceeded during the design and construction phases of the project unless DPMC approves the change after notification from the consultant during the design process and in a revised CWE deliverable.

**C. CONSULTANT’S FEES**

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

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

<b><u>PROJECT PHASE</u></b>	<b><u>ESTIMATED DURATION (Calendar Days)</u></b>
<b>1. Site Access Approvals &amp; Schedule Design Kick-off Meeting</b>	<b>14</b>
<b>2. Design Development Phase</b>	<b>42</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Comment</i>	14
<b>3. Final Design Phase</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 (See Note)</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>120</b>
<b>9. Project Close Out Phase</b>	<b>30</b>

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

**B. CONSULTANT’S PROPOSED DESIGN & CONSTRUCTION SCHEDULE**

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

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

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

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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:

Marie H. Katzenbach School for the Deaf  
320 Sullivan Way  
Ewing Township, NJ 08628

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: Joelle Hansbury, Project Manager  
Address: Division of Property Management & Construction  
33 West State Street, 9th Floor  
Trenton, NJ 08608-1206  
Phone No: (609)-638-5013  
E-Mail: [Joelle.Hansbury@treas.nj.gov](mailto:Joelle.Hansbury@treas.nj.gov)

### **2. Department of Education Representative**

Name: Robert Cueto, Project Manager  
Address: NJ Department of Education  
100 Riverview Plaza PO Box 500  
Trenton, NJ 08625  
Phone No: (609) 376-9130  
E-Mail: [Robert.Cueto@doe.nj.gov](mailto:Robert.Cueto@doe.nj.gov)

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## **VI. PROJECT DEFINITION**

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### **A. BACKGROUND**

The Marie Katzenbach School for the Deaf (MKSD) was established in 1883 and is the largest school for the deaf in the State of New Jersey. It serves the needs of over 100 deaf students and is the only residential school for the deaf in the State. The 118-acre campus contains 34 buildings that are used as utility, storage, administrative, health, educational, and dormitory facilities. The majority of buildings are in generally good condition despite their age.

### **B. FUNCTIONAL DESCRIPTION OF THE BUILDING**

Building 30, also known as the Middle School Boys Dorm, is a three-story masonry structure that is currently vacant. It has a footprint of approximately 14,000 square feet.

In 2018, a new gate house was constructed under project E0379-00. Power to the new gate house was taken from Building 30. To demolish Building 30, power to the gate house will have

to be rerouted from a new location, perhaps Building 1. Drawings for E0379-00 will be provided to the Consultant.

Power to Building 30 originally came from Building 29. In 2020, the facility intent was to prepare Building 29 for demolition so power to Building 30 was rerouted from a new pole installed by PSE&G under DPMC Project A1227-08. Drawings will be provided to the Consultant.

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## **VII. CONSULTANT DESIGN RESPONSIBILITIES**

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### **A. DEMOLITION**

#### **1. General**

The Consultant shall provide the design, construction administration, permitting and bid/award services to reroute power to the gate house from Building 30 to a new location and demolish and remove Building 30.

#### **2. Building & Site Evaluation**

Provide a complete assessment of the demolition site including, but not limited to: description of the structure to be removed and disposed, approximate size of the structure, building composition (wood, masonry, etc.), extent of site utility line removal and their termination points, accessibility of site for demolition equipment, and identify any adjacent structures and/or site objects that will remain and that must be protected during the demolition operation, and any loose furniture, fixtures and equipment that must be removed and disposed of as part of the building demolition.

The Contractor is entitled to the salvage rights of any building demolition item not requested by the Client Agency.

Based on this information, provide a complete set of design documents for the removal and disposal of the building, site objects to be removed, and utilities to be removed and their termination points. Include any special Contractors Use of the Premises regulations in Division 1 of the specification. Security requirements, use and storage of machinery, equipment, tools, hours of operation, temporary construction fencing and site lighting, dust and dirt containment, noise restrictions, and any other restriction that may impact the construction demolition costs shall be identified in the design documents.

As applicable, provide soil erosion and sediment control design documents to the local Soil Conservation District Office for review, approval, and permit prior to the award of the demolition contract. See Section VIII, Permits & Approvals for further information.

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### **3. Preliminary Permit Approval Requirements**

The Consultant shall address the disconnection of all site utilities prior to the issuance of project permits by DPMC Code and Plan Review Group. This shall include but not be limited to:

- Identify phasing and contract limit lines of sewer and water lines to be removed and capped by the Contractor during demolition.
- Identify electric, cable and telephone disconnect phasing and contract limit lines to be removed and capped/terminated by the Contractor and/or utility company prior to permit approval.
- Provide an allowance in the Contractor's bid for all applicable service disconnect fees.
- Drawings and specifications will be reviewed and the bid clearance form will be signed, stating that the permit will be issued upon receipt of all prior approvals and permit applications from the contractor. Plans and specifications will be held for stamping until such time that the permits are granted.
- The project will be bid and awarded without stamped documents from the DPMC Plan Review unit.
- The plans and specifications will require that prior approvals be obtained and that permit applications be completed by the contractor and submitted to the DPMC Plan Review unit through the DPMC construction manager.
- Permits will be issued and plans and specifications will be stamped at that time.

### **4. Utility Company Release Letter**

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

All utilities and piping to the building to be demolished shall be disconnected, removed and capped. The Contractor shall provide a letter from the respective utility company to the DPMC Code Review Department indicating utility service has been disconnected. This letter is required by Plan Review as a prior approval before a permit can be issued. The Consultant shall also review the option of leaving the abandoned utility lines in place for connection to any new

building, or removing and disposing them. Termination fees required by the affected utility company shall be covered by an allowance within the Contractor's bid.

## **5. Site Clearing and Grading**

Provide design direction to clear the site in its entirety of all demolished building components, trash, and all other items not considered part of the natural environment. All items removed from the site shall be legally disposed. Clean site fill shall be provided at the demolition site where required and graded to the proper elevation. The construction site shall be seeded to prevent dust and dirt. Any compaction or seed mix specified shall be approved by the Soil Conservation District.

## **B. HAZARDOUS BUILDING MATERIALS**

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

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

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

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

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

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

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

There shall be no “mark-up” of sub-consultant or subcontractor fees if sub-consultants or subcontractors are engaged to perform any of the work defined in paragraph VII.B “**Hazardous Building Materials.**” All costs associated with managing, coordinating, observing and administrating sub-consultants and subcontractors performing hazardous materials sampling, testing, analysis, report preparation, hazardous materials construction administration services shall be included in the consultant’s lump sum fee proposal.

## **C. DESIGN MEETINGS & PRESENTATIONS**

### **1. Design Meetings**

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

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

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

### **2. Design Presentations**

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

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

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

## **D. 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 Project A1227-08: Building 30 Repower, 3/29/20, Sustainable Engineering Services, LLC
- DPMC Project E0379-00: Site Improvements, Foundation, and Utility Connections for New Gate House, 7/13/2018, Ronald A. Sebring Associates, LLC
- DBC Project E0139-00: Marie Katzenbach School for the Deaf, Facility Inventory and Master Plan, June 1986, CUH2A
- DBC Project E021, Life Safety Alterations to the M.H. Katzenbach School for the Deaf, 8/3/79, Armstrong, Jordan, Pease Architects A.I.A.

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.

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## **VIII. 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:

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

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:

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

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

### **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; and Notification to Adjoining Property Owners with N.J.A.C. 5:23-2.17(c). It shall be noted that in accordance with N.J.A.C. 5:23-2.15(a)5, a permit cannot be issued until the letter(s) of certification is received.

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

Bulletin 03-5 can be found at:

[https://www.nj.gov/dca/codes/publications/pdf\\_bulletins/b\\_03\\_5.pdf](https://www.nj.gov/dca/codes/publications/pdf_bulletins/b_03_5.pdf)

**a. Definition**

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

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

**b. Responsibilities**

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

**B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS**

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

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

The Consultant shall determine the appropriate phase of the project to submit the permit application(s) in order to meet the approved project milestone dates.

Where reference to an established industry standard is made, it shall be understood to mean the most recent edition of the standard unless otherwise noted. If an industry standard is found to be revoked, or should the standard have undergone substantial change or revision from the time that the Scope of Work was developed, the Consultant shall comply with the most recent edition of the standard.

## **IX. BIDDING AND CONTRACT AWARD RESPONSIBILITIES**

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

## **X. CONSTRUCTION ADMINISTRATION RESPONSIBILITIES**

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

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

## **XI. PROJECT CLOSE-OUT PHASE**

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

## **XII. 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 NJUCC permit) and include that amount in its fee proposal line item entitled **“Permit Fee Allowance.”** A breakdown of each permit and application fee shall be attached to the fee proposal for reference.

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

#### **3. Applications**

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

#### **4. Consultant Fee**

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

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

### **B. HAZARDOUS MATERIALS TESTING AND REPORT ALLOWANCE**

The Consultant shall estimate the costs to complete the hazardous materials survey, sample collection, testing and analysis and preparation of a “Hazardous Materials Survey Report” noted in paragraph **VII.B** and enter that amount on the fee proposal line item entitled **“Hazardous**

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

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

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

### **C. HAZARDOUS MATERIALS ABATEMENT DESIGN ALLOWANCE**

The Consultant shall estimate the costs to prepare construction documents for hazardous materials abatement noted in paragraph **VII.B** and enter that amount on the fee proposal line item entitled “**Hazardous Materials Abatement Design Allowance.**” Consultant shall attach a detailed cost breakdown sheet for use by DPMC during the proposal review and potential fee negotiations. The cost breakdown sheet shall include a description of the tasks to be performed and the estimated cost of each task.

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

### **D. HAZARDOUS MATERIALS CONSTRUCTION ADMINISTRATION ALLOWANCE**

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

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

PROJECT NAME: Building 30 Demolition  
PROJECT LOCATION: Marie Katzenbach School for the Deaf  
PROJECT NO: E0413-00  
DATE: April 7, 2026

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### XIII. SOW SIGNATURE APPROVAL SHEET

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

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

SOW APPROVED BY: James Wright 4/7/2026  
JAMES WRIGHT, MANAGER DATE  
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Robert Cueto 4/7/2026  
ROBERT CUETO, PROJECT MANAGER DATE  
DEPARTMENT OF EDUCATION

SOW APPROVED BY: Joelle Hansbury 4/7/2026  
JOELLE HANSBURY, DESIGN PROJECT MANAGER DATE  
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Jeanette M. Barnard 4.30.26  
JEANETTE M. BARNARD, DEPUTY DIRECTOR DATE  
DIV PROPERTY MGT & CONSTRUCTION

## **XIV. CONTRACT DELIVERABLES**

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

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

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

- DESIGN DEVELOPMENT PHASE;**
- FINAL DESIGN PHASE;**
- PERMIT APPLICATION PHASE;**
- BIDDING AND CONTRACT AWARD;**
- CONSTRUCTION PHASE; and**
- PROJECT CLOSE-OUT PHASE**

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## **XV. EXHIBITS**

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

**END OF SCOPE OF WORK**

## Deliverables Checklist Design Development Phase

A/E Name: \_\_\_\_\_

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

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

\_\_\_\_\_  
Consultant Signature

\_\_\_\_\_  
Date

**Deliverables Checklist  
Final Design Phase**

A/E Name: \_\_\_\_\_

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

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

\_\_\_\_\_ Consultant Signature

\_\_\_\_\_ Date



**Deliverables Checklist  
Bidding and Contract Award Phase**

A/E Name: \_\_\_\_\_

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

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

\_\_\_\_\_ Consultant Signature

\_\_\_\_\_ Date





**Typical DPMC Project - Random Selection of Design Consultant**

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



















# EXHIBIT 'A'





Typical DPMC Project - Random Selection of Design Consultant

Project: Typical Project Model  
Date: Wed 4/9/25

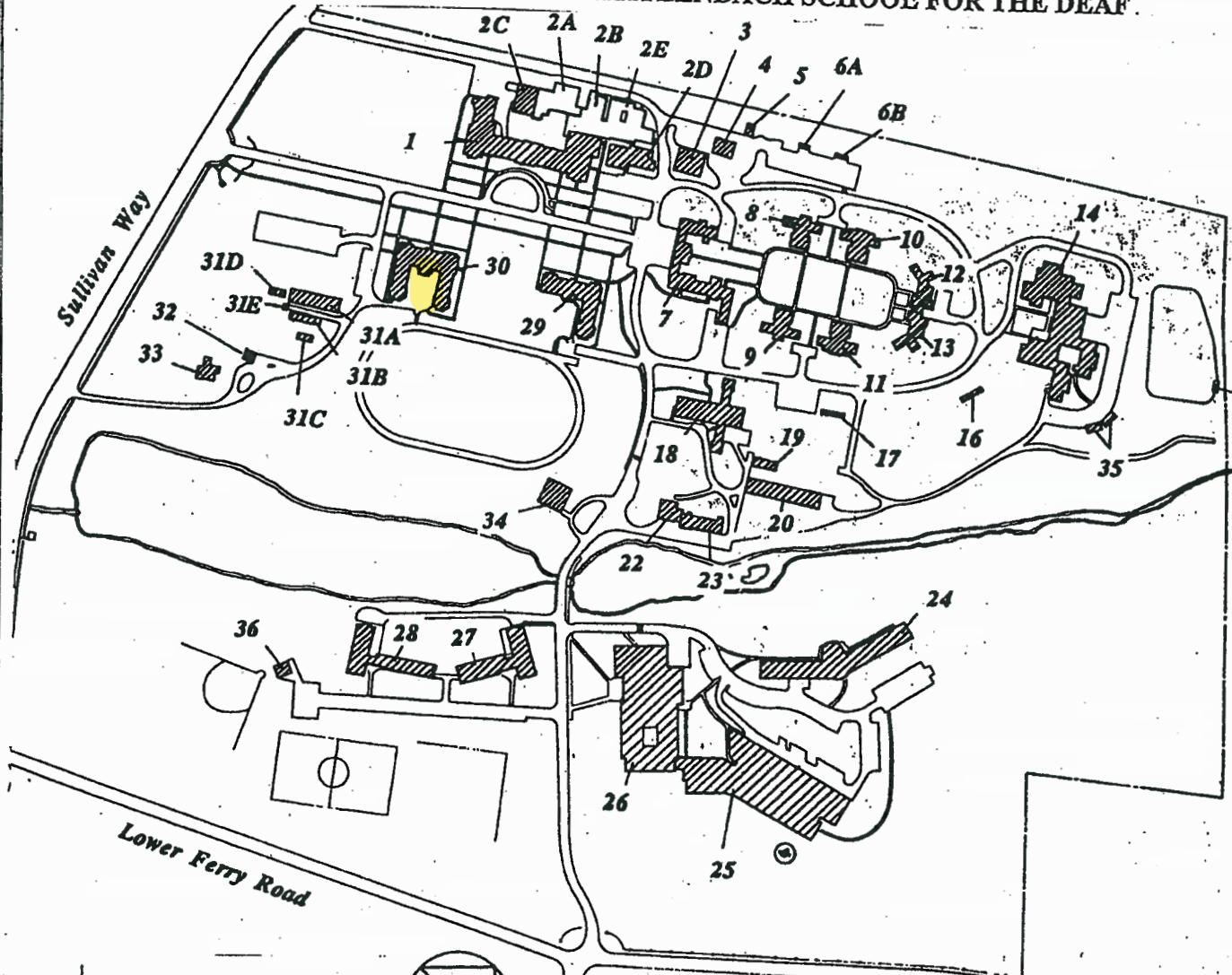
Task		Summary		External Milestone		Inactive Summary		Manual Summary Rollup		Finish-only	
Split		Project Summary		Inactive Task		Manual Task		Manual Summary		Deadline	
Milestone		External Tasks		Inactive Milestone		Duration-only		Start-only		Progress	

# EXHIBIT 'A'

# MARIE KATZENBACH SCHOOL FOR THE DEAF

## LEGEND

1. MIDDLE SCHOOL
- 2c. AUTOMOTIVE MAINTENANCE
- 2d. MIDDLE SCHOOL ANNEX
- 2e. POWER HOUSE
3. TO BE DETERMINED
4. GARAGE
5. BUS GARAGE
6. BIKE SHEDS
7. CLOCK TOWER BUILDING
8. COTTAGE NO. 1
9. HEALTH CENTER
10. COTTAGE NO. 3
11. COTTAGE NO. 4 PLUS PROGN.
12. COTTAGE NO. 5
13. COTTAGE NO. 6
14. LOWER SCHOOL
15. STORAGE SHED
16. BIKE SHED
17. STORAGE SHED
18. NURSERY SCHOOL
19. PAINT SHOP
20. MAINTENANCE GARAGE
22. CENTRAL BOILER HOUSE
23. MAINTENANCE OFFICE
24. PROCTOR RESIDENCE NO. 3
25. VOCATIONAL HIGH SCHOOL
26. ACADEMIC HIGH SCHOOL
27. H. S. GIRLS' RESIDENCE NO. 1
28. H.S. BOYS' RESIDENCE NO. 2
29. TO BE DETERMINED
30. PROCTOR RESIDENCE
31. GREENHOUSES
32. GARAGE
33. SUPERINTENDENT'S HOUSE
34. JOCHEM MEMORIAL CENTER
35. GUARD HOUSE
36. FIELD HOUSE



**DIRECTIONS:** Take I-95 South to Exit No. 2, West Trenton. Follow Route 579 (Bear Tavern Road) to first traffic light (Seven-Eleven on corner). Go through traffic light (road becomes Grand Ave.) and under railroad overpass (road becomes Sullivan Way). Main entrance to the school is 400 yards on the left.

EXHIBIT 'B'



Building 30 - Middle School Boys Dorm

Marie Katzenbach School for the Deaf

**EXHIBIT 'C' (1 of 4)**



Building 30 - Middle School Boys Dorm  
Marie Katzenbach School for the Deaf  
**EXHIBIT 'C' (2 of 4)**



Building 30 - Middle School Boys Dorm

Marie Katzenbach School for the Deaf

**EXHIBIT 'C' (3 of 4)**



Building 30 - Middle School Boys Dorm

Marie Katzenbach School for the Deaf

**EXHIBIT 'C' (4 of 4)**