

SCOPE OF WORK

Police Relocation

New Lisbon Developmental Center
New Lisbon, Burlington County, N.J.
and
Trenton Psychiatric Hospital
Trenton, Mercer County, N.J.

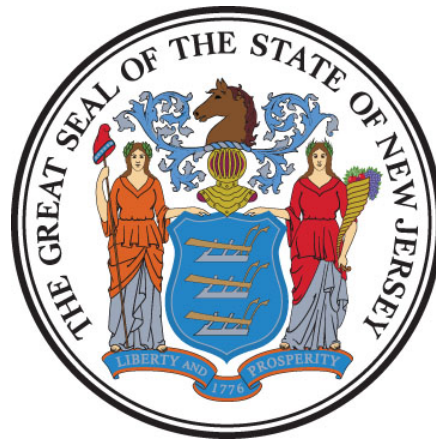
Project No. M1538-00

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: May 19, 2020

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I. OBJECTIVE

The objective of this project is create station and administrative space for use by the Human Services Police at the Haines Building at Trenton Psychiatric Hospital and at the Maple Building at New Lisbon Developmental Center.

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:

- **P003 HVAC Engineering**
- **P010 Fire Protection 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

A. CONSTRUCTION COST ESTIMATE (CCE)

The initial Construction Cost Estimate (CCE) for this project is \$1,116,619.

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 \$1,591,177.

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.

IV. PROJECT SCHEDULE

A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE

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

PROJECT PHASE		ESTIMATED DURATION (Calendar Days)
1. Site Access Approvals & Schedule Design Kick-off Meeting		14
2. Schematic Design Phase	25% (Minimum)	42
• Project Team & DPMC Plan/Code Unit Review & Comment		14
3. Design Development Phase	50% (Minimum)	42
• Project Team & DPMC Plan/Code Unit Review & Comment		14
4. Final Design Phase	100%	42
• Project Team & DPMC Plan/Code Unit Review & Approval		14
5. Final Design Re-Submission to Address Comments		7
• Project Team & DPMC Plan/Code Unit Review & Approval		14

6. Permit Application Phase	7
• <i>Issue Plan Release</i>	
7. Bid Phase	42
8. Award Phase	28
9. Construction Phase	150

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).

V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The locations of the project sites are:

Trenton Psychiatric Hospital
Sullivan Way, County Route 579
P.O. Box 7500
West Trenton, NJ 08628

New Lisbon Developmental Center
1 Bennion Ave/Route 72 (Just south of Route 70)
New Lisbon, NJ

See **Exhibits 'B'** through **'E'** for the project site location maps.

B. PROJECT TEAM MEMBER DIRECTORY

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

1. DPMC Representative:

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

2. Department of Human Services:

Name: Tadeusz Wardencki, Director
Address: Department of Human Services
222 South Warren Street, PO Box 700
Trenton, New Jersey 08625
Phone No: (609) 777-2084
E-Mail No: Tadeusz.Wardencki@dhs.state.nj.us

VI. PROJECT DEFINITION

A. BACKGROUND

Founded in 1914, New Lisbon Developmental Center (NLDC) is home to about 288 developmentally disabled men and women. The center is manned 24 hours a day, 7 days a week. Residents live in various cottages onsite.

Trenton Psychiatric Hospital (TPH), managed by the New Jersey Department of Human Services (DHS), was officially opened on May 15, 1848, for the purpose of treating NJ citizens who have been diagnosed with a mental illness. Through the years, additional buildings have been constructed on the hospital grounds.

The Human Services Police protect facilities across the State which are open and operated by the Departments of Human Services, Health, and Children and Families 24 hours a day, 365 days per year. This includes developmental centers and psychiatric hospitals.

There is a need to relocate the existing Police facility that is currently located on the grounds of the Department of Children and Families' Ewing Residential Treatment Center (ERTC) across the street from TPH. Both DHS and Police felt that a presence should be provided at both TPH and NLDC, within existing buildings. Toward this end, the DHS commissioned a feasibility study by Lamme and Giorgio Architects (L&G) to investigate options at both sites and provide recommendations and cost estimates. This project will implement recommendations from the study, shown in **Exhibit 'H'**.

B. FUNCTIONAL DESCRIPTION OF THE BUILDING

Currently, the DHS Human Services Police (HSP) Central Regional Office is located in buildings at the Ewing Residential Treatment Center. DHS would like to set up a permanent presence for HSP for both station and administrative functions. This project will renovate space at the Chapel portion of the Haines Building at Trenton Psychiatric Hospital and the Maple Cottage at New Lisbon Developmental Center. See **Exhibit 'F'** for photos of the Haines Building and **Exhibit 'G'** for photos of Maple Cottage.

For further descriptions and floor plans, see the final report for the "Feasibility Study DHS Central Police Facility" shown in **Exhibit 'H'**.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. DESIGN REQUIREMENTS

Using the “Feasibility Study DHS Central Police Facility” final report by Lammey and Giorgio Architects as a guide, provide construction documents to renovate and upgrade the Haines Building Chapel area at Trenton Psychiatric Hospital and the Maple Cottage at New Lisbon Developmental Center for use by the DHS Police.

B. HAZARDOUS BUILDING MATERIALS

Consultant shall survey the building(s) 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.

The Consultant shall engage the services of a Sub-Consultant, pre-qualified with DPMC in the P065 Lead Paint Evaluation/Inspection Specialty Discipline to produce a design document that stipulates construction safety procedures that adhere to applicable Federal and State regulations and that shall be incorporated into the project design documents.

A formal lead abatement shall not be conducted. Rather, the design document shall deal only with proposed lead base paint as may be encountered in areas of the building that will be affected by the construction of this project. It is intended that the construction Contractor for the project shall be responsible for any and all air or swab sampling during construction as may be required by law. The Sub-Consultant shall supervise said activity and sampling.

Consultant shall document their 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 their fee

proposal line item entitled “**Hazardous Materials Testing and Report Allowance**”, refer to paragraph XI.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 their fee proposal line item entitled “**Hazardous Materials Abatement Design Allowance**”, refer to paragraph XI.C.

Consultant shall estimate the cost to provide “Construction Monitoring and Administration Services” for hazardous materials abatement activities and include that amount in their fee proposal line item entitled “**Hazardous Materials Construction Administration Allowance**”, refer to paragraph XI.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.F “Hazardous Building Materials”. All costs associated with managing, coordinating, observing and administering 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. CONTRACTOR USE OF THE PREMISES

Determine the coordination, policies, and procedures with the Client Agency and the Contractor with respect to parking, material staging, and storage areas, use of Client Agency utilities, allowable hours of construction, the need and location of portable toilets, the need and location of construction and storage trailers, etc. and include the information in Division 1 of the specification. See **Exhibit ‘I’ and ‘J’** for Trenton Psychiatric and New Lisbon Developmental Center Contractor Rules and Regulations.

D. GENERAL DESIGN OVERVIEW

1. Design Detail:

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

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

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

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

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

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

2. Specification Format:

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

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

3. Submittal Schedule:

The Consultant shall include a submittal 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.

E. PROJECT COMMENCEMENT

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

1. Project Directory:

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

2. Site Access:

Develop procedures to access the project site and provide the names and phone numbers of approved escorts when needed. Obtain copies of special security and policy procedures that must be followed during all work conducted at the facility and include this information in Division 1 of the specification.

3. Project Coordination:

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

4. Existing Documentation:

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

- DPMC Project M1312-01: Roof Replacement at Haines Building, September 30, 2002, Cannon Group Roof & Building Consultants
- DBC Project M1010: Renovations to Maple Hall, February 1, 1991, John C. Morris, Inc.
- DPMC Project M1192-01: Removal of Asbestos Containing Materials Maple Building, 10/21/96, GA Environmental Services, 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.

F. 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.

G. DESIGN MEETINGS & PRESENTATIONS

1. Design Meetings:

Conduct the appropriate number of review meetings with the Project Team members during each design phase of the project so they may determine if the project meets their requirements, question any aspect of the contract deliverables, and make changes where appropriate. The Consultant shall describe the philosophy and process used in the development of the design criteria and the various alternatives considered to meet the project objectives. Selected studies, sketches, cost estimates, schedules, and other relevant information shall be presented to support

the design solutions proposed. Special considerations shall also be addressed such as: Contractor site access limitations, utility shutdowns and switchover coordination, phased construction and schedule requirements, security restrictions, available swing space, material and equipment delivery dates, etc.

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

Record the minutes of each design meeting and distribute within seven (7) calendar days to all attendees and those persons specified to be on the distribution list by the Project Manager.

2. Design Presentations:

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

Schematic Phase:

Conduct One (1) oral presentation in Trenton (20 West State Street, 3rd Floor Conference Room) at phase completion.

Design Development Phase:

Conduct One (1) working meeting halfway through phase at Trenton Psychiatric Hospital.

Conduct One (1) oral presentation at Trenton Psychiatric Hospital at phase completion.

Conduct One (1) oral presentation at New Lisbon Developmental Center at phase completion.

Final Design Phase:

Conduct One (1) working meeting halfway through phase at Trenton Psychiatric Hospital.

Conduct One (1) oral presentation at Trenton Psychiatric Hospital at phase completion.

Conduct One (1) oral presentation at New Lisbon Developmental Center at phase completion.

H. CONSTRUCTION BID DOCUMENT SUBMITTAL

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

VIII. CONSULTANT CONSTRUCTION RESPONSIBILITIES

A. GENERAL CONSTRUCTION ADMINISTRATION OVERVIEW

This section of the Scope of Work is intended as a guide for the Consultant to understand 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.

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.

PROJECT NAME: Police Relocation

PROJECT LOCATION: Trenton Psychiatric Hospital and New Lisbon Developmental Center

PROJECT NO: M1538-00

DATE: 5/19/2020

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 subdivisions 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.

IX. PERMITS & APPROVALS

A. NJ UNIFORM CONSTRUCTION CODE PERMIT

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

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

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

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

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”.

X. GENERAL REQUIREMENTS

A. SCOPE CHANGES

The Consultant must request any changes to this Scope of Work in writing. An approved DPMC 9c Consultant Amendment Request form reflecting authorized scope changes must be received 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.

XI. ALLOWANCES

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.

B. HAZARDOUS MATERIALS TESTING AND REPORT ALLOWANCE

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 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 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

Consultant shall estimate the costs to prepare construction documents for hazardous materials abatement noted in paragraph VII.B and enter that amount on their 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

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 their 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.

XII. SUBMITTAL REQUIREMENTS

A. CONTRACT DELIVERABLES

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

B. CATALOG CUTS

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

C. PROJECT DOCUMENT BOOKLET

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

D. DESIGN DOCUMENT CHANGES

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

PROJECT NAME: Police Relocation

PROJECT LOCATION: Trenton Psychiatric Hospital and New Lisbon Developmental Center

PROJECT NO: M1538-00

DATE: 5/19/2020

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: Police Relocation
PROJECT LOCATION: Trenton Psychiatric Hospital and New Lisbon Developmental Center
PROJECT NO: M1538-00
DATE: 5/19/2020

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: James W. Wright 5/19/2020
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Christian Casteel 05/20/2020
CHRISTIAN CASTEEL, ADMIN. ANALYST DATE
DEPARTMENT OF HUMAN SERVICES

SOW APPROVED BY: Richard Herrero 6/4/20
RICHARD HERRERO, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Richard S. Flodmand 6/23/20
RICHARD FLODMAND, DEPUTY DIRECTOR DATE
DIV PROPERTY MGT & CONSTRUCTION

XIV. CONTRACT DELIVERABLES

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

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

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

6.1 Project Schedule (Update Bar Chart Schedule)

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

6.3 Correspondence

6.4 Submission Requirements

- 6.4.1 A/E Statement of Site Visit, As-Built Drawing Verification (if available)
- 6.4.2 Space Analysis & Program Requirements
- 6.4.3 Special Features Description: communications, security, fire protection, special structural features, etc.
- 6.4.4 Site Evaluation
- 6.4.8 Regulatory Agency Approvals
- 6.4.10 Drawings: 6 sets
 - Cover Sheet (See A/E Manual for format)
 - Site Plan
 - Site Utility Plan
 - Floor Plans
 - Elevations
 - Sections/Details
 - Structural Narrative
 - HVAC Narrative
 - Electrical Narrative
- 6.4.11 Specifications: 6 sets (See A/E Manual for format, include Division 1 and edit to describe the administrative and general requirements of the project)
- 6.4.12 Current Working Estimate in CSI Format & Cost Analysis 38 Form
- 6.4.13 Bar Chart of Design and Construction Schedule

- 6.4.14 Oral Presentation of Submission to Project Team
- 6.4.15 SOW Compliance Statement
- 6.4.16 This Submission Checklist (See A/E Manual, Figure 6.4.16 for format)
- 6.4.17 Deliverables Submission in Booklet Form: 7 sets

6.5 Approval

- 6.5.1 Respond to Submission Comments

6.6 Submission Forms

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

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

7.1 Project Schedule (Update Bar Chart Schedule)

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

7.3 Correspondence

7.4 Submission Requirements

- 7.4.1 A/E Statement of Site Visit, As-Built Drawing Verification (if available)
- 7.4.2 Space Analysis & Program Requirements (if changed from Schematic Phase)
- 7.4.3 Special Features Description: communications, security, fire protection, special structural features, etc.
- 7.4.4 Site Evaluation
- 7.4.8 Regulatory Agency Approvals
- 7.4.10 Drawings: 6 sets
 - Cover Sheet (See A/E Manual for format)
 - Site Plan
 - Site Utility Plan
 - Floor Plans
 - Elevations
 - Sections/Details
 - Structural Drawings, Seismic Design Load Criteria
 - HVAC Drawings, Heating & Cooling Equipment Schedules
 - Plumbing Drawings, Pipe Distribution & Riser Details, Fixture Schedule
 - Fire Protection Drawings, Hydraulic Calcs, Water Pressure & Flow Data

PROJECT NAME: Police Relocation

PROJECT LOCATION: Trenton Psychiatric Hospital and New Lisbon Developmental Center

PROJECT NO: M1538-00

DATE: 5/19/2020

Electrical Drawings, Riser Diagram, Panel Schedules, Service Size, Lighting Design

- 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
 - 8.4.8 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

10.13 Review & Recommend or Reject Change Orders

10.13.1 Scope Changes

10.13.2 Construction Change Orders

10.13.3 Field Changes

10.14 Construction Photographs

10.15 Submit Field Observation Reports

10.16 Submission Forms

Figure 10.3.4-a Job Meeting Format of Minutes

Figure 10.3.4-b Field Report

Figure 10.6 DPMC Insurance Form-24

Figure 10.6-a Unit Schedule Breakdown

Figure 10.6-b Monthly Estimate for Payment to Contractor DPMC 11-2

Figure 10.6-c Monthly Estimate for Payment to Contractor DPMC 11-2A

Figure 10.6-d Invoice DPMC 11

Figure 10.6-e Prime Contractor Summary of Stored Materials DPMC 11-3

Figure 10.6-f Agreement & Bill of Sale certificate for Stored Materials DPMC 3A

Figure 10.7-a Approval Form for Subs, Samples & Materials DPMC 12

Figure 10.7-b Request for Change Order DPMC 9b

Figure 10.9 Transmittal Form DPMC 13

Figure 10.10 Submission Checklist

PROJECT CLOSE-OUT PHASE

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

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

11.3 Develop Punch List & Inspection Reports

11.4 Verify Correction of Punch List Items

11.5 Determination of Substantial Completion

11.6 Ensure Issuance of “Temporary Certificate of Occupancy or Approval”

11.7 Initiation of Final Contract Acceptance Process

11.8 Submission of Close-Out Documentation

11.8.1 As-Built & Record Set Drawings, 3 sets AUTOCAD Discs Delivered to DPMC

11.8.2 (a) Maintenance and Operating manuals, Warranties, etc.: 7 sets each

(b) Guarantees

(c) Testing and Balancing Reports

(d) 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: Police Relocation

PROJECT LOCATION: Trenton Psychiatric Hospital and New Lisbon Developmental Center

PROJECT NO: M1538-00

DATE: 5/19/2020

XV. EXHIBITS

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

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	Repm	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 Submittal for Constructability	OCS	

NOTE:

Refer to section "TV Project Schedule" of the Scope of Work for contract phase durations.

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DBCA - TEST

Bureau of Design & Construction Services
Routine Project

Sheet 1 of 3

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	
Plan Review-Permit Acquisition			
CV4001	Review Constr. Documents & Secure UCC Permit	PR	
CV4010	Provide Funding for Construction Contracts	CA	
CV4020	Secure Bid Clearance	CM	
Advertise-Bid-Award			
CV5001	Advertise Project & Bid Construction Contracts	CP	
CV5010	Open Construction Bids	CP	
CV5011	Evaluate Bids & Prep. Recommendation for Award	CM	
CV5012	Evaluate Bids & Prep. Recommendation for Award	AE	
CV5014	Complete Recommendation for Award	CP	
CV5020	Award Construction Contracts/Issue NTP	CP	
Construction			
CV6000	Project Construction Start/Issue NTP	CM	
CV6001	Contract Start/Contract Work (25%) Complete	CON	
CV6002	Preconstruction Meeting	CM	
CV6003	Begin Preconstruction Submittals	CON	
CV6004	Longest Lead Procurement Item Ordered	CON	
CV6005	Lead Time for Longest Lead Procurement Item	CON	
CV6006	Prepare & Submit Shop Drawings	CON	
CV6007	Complete Construction Submittals	CON	
CV6011	Roughing Work Start	CON	
CV6012	Perform Roughing Work	CON	
CV6010	Contract Work (50%+) Complete	CON	
CV6013	Longest Lead Procurement Item Delivered	CON	
CV6020	Contract Work (75%) Complete	CON	

NOTE:

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

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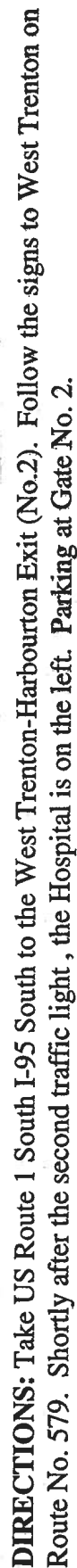
DRCA - TEST

Sheet 2 of 3

Bureau of Design & Construction Services
Routine Project

Exhibit "A"

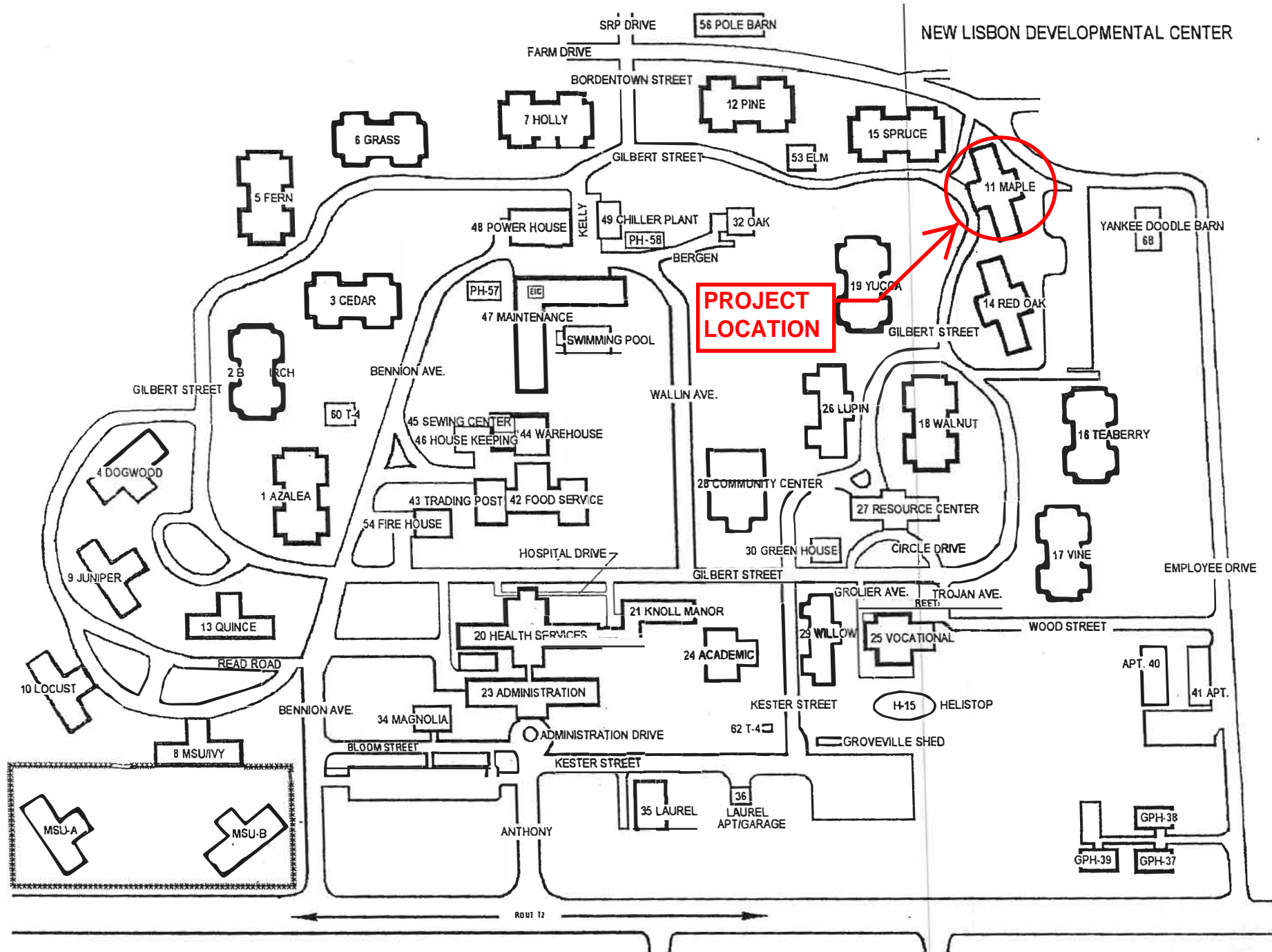
EXHIBIT 'B'



DIRECTIONS: Take US Route 1 South I-95 South to the West Trenton-Harbourton Exit (No.2). Follow the signs to West Trenton on Route No. 579. Shortly after the second traffic light, the Hospital is on the left. Parking at Gate No. 2.



Project Site Map - Haines Building at TPH
EXHIBIT 'C'



DIRECTIONS: Proceed to Route 206 South. Follow Route 206 South to Route 70 East. Follow Route 70 East to Route 72. Proceed on Route 72 for approximately one mile to Center.

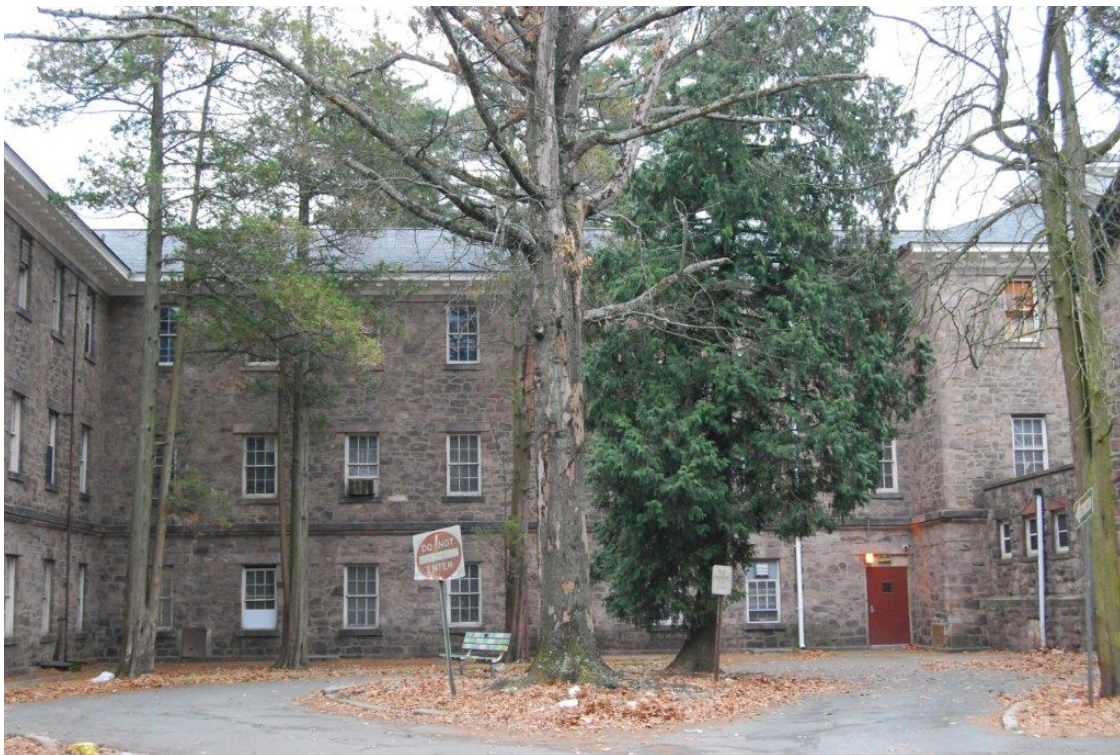
EXHIBIT 'D'



Project Site Map - Maple Building at NLDC
EXHIBIT 'E'



Front of Haines Building at TPH. Chapel entrance on the right.



Back of Haines Building at TPH.

EXHIBIT 'F'



Chapel at Haines Building at TPH

EXHIBIT 'F'



Chapel and Hallway at Haines Building at TPH

EXHIBIT 'F'



Inside various rooms at Haines Building at TPH

EXHIBIT 'F'

⑧ \nrightarrow Identify Location
 & Perspective

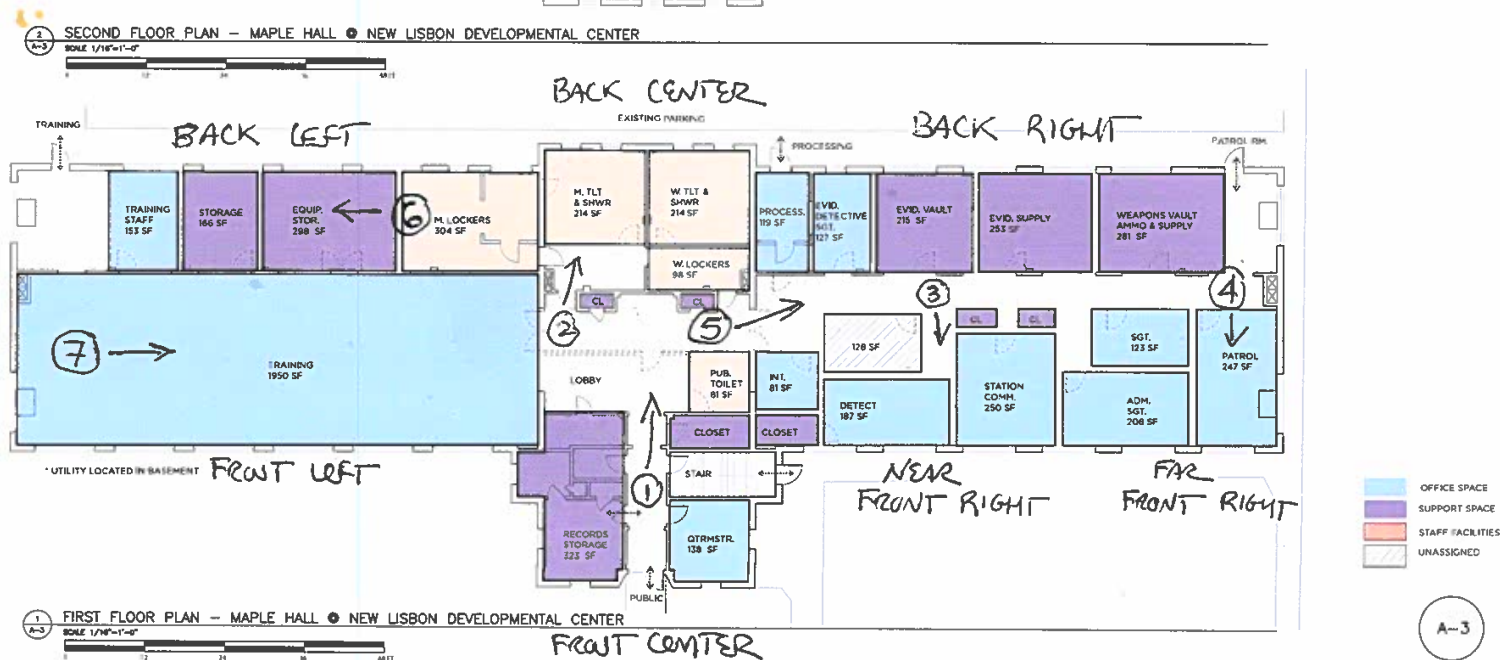
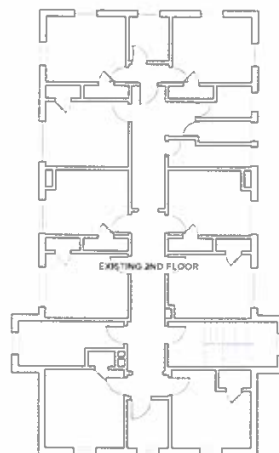




EXHIBIT 'G'

② BATHROOM
BACK CENTER



EXHIBIT 'G'

③ NEAR FRONT RIGHT



EXHIBIT 'G'

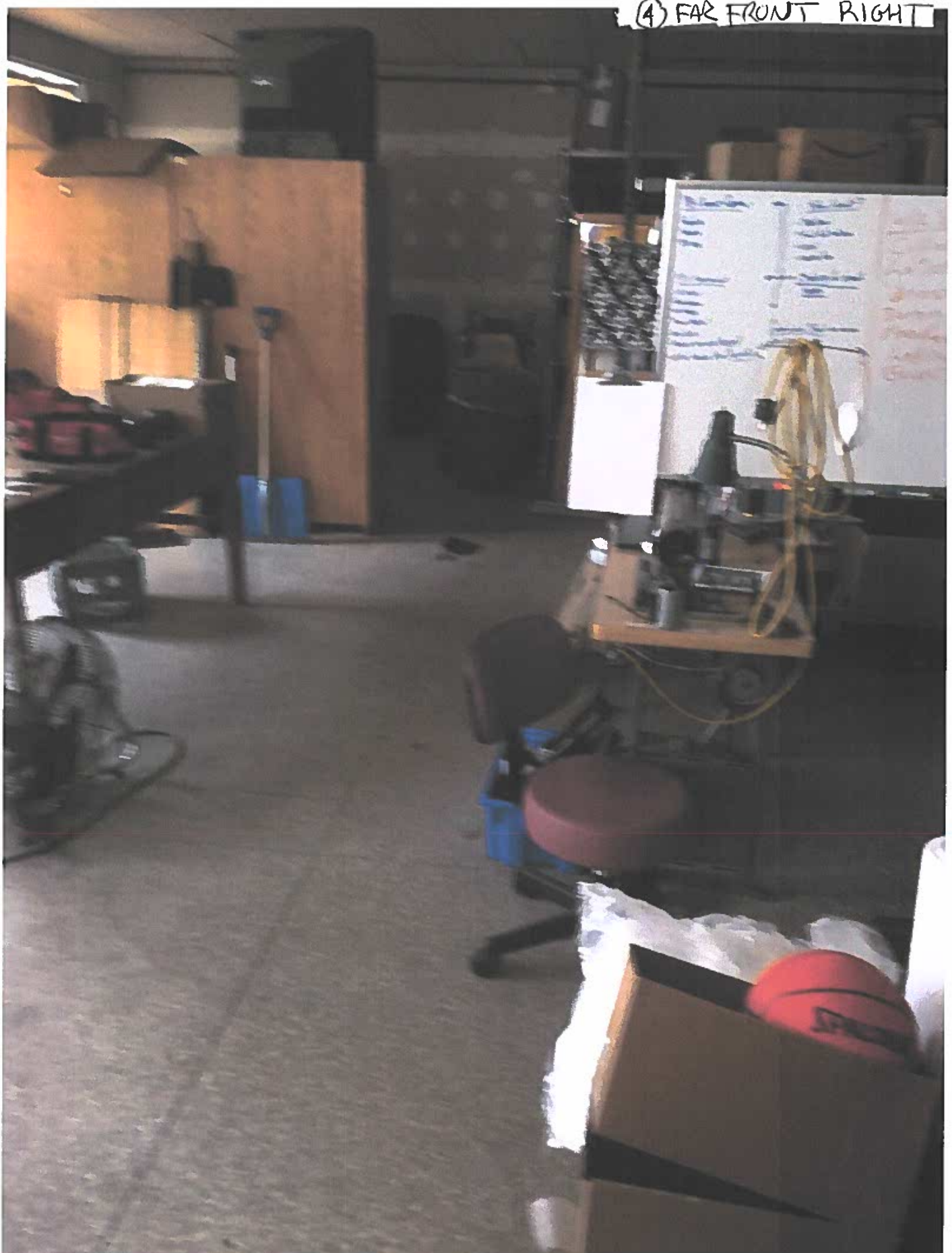


EXHIBIT 'G'

⑤ BACK RIGHT

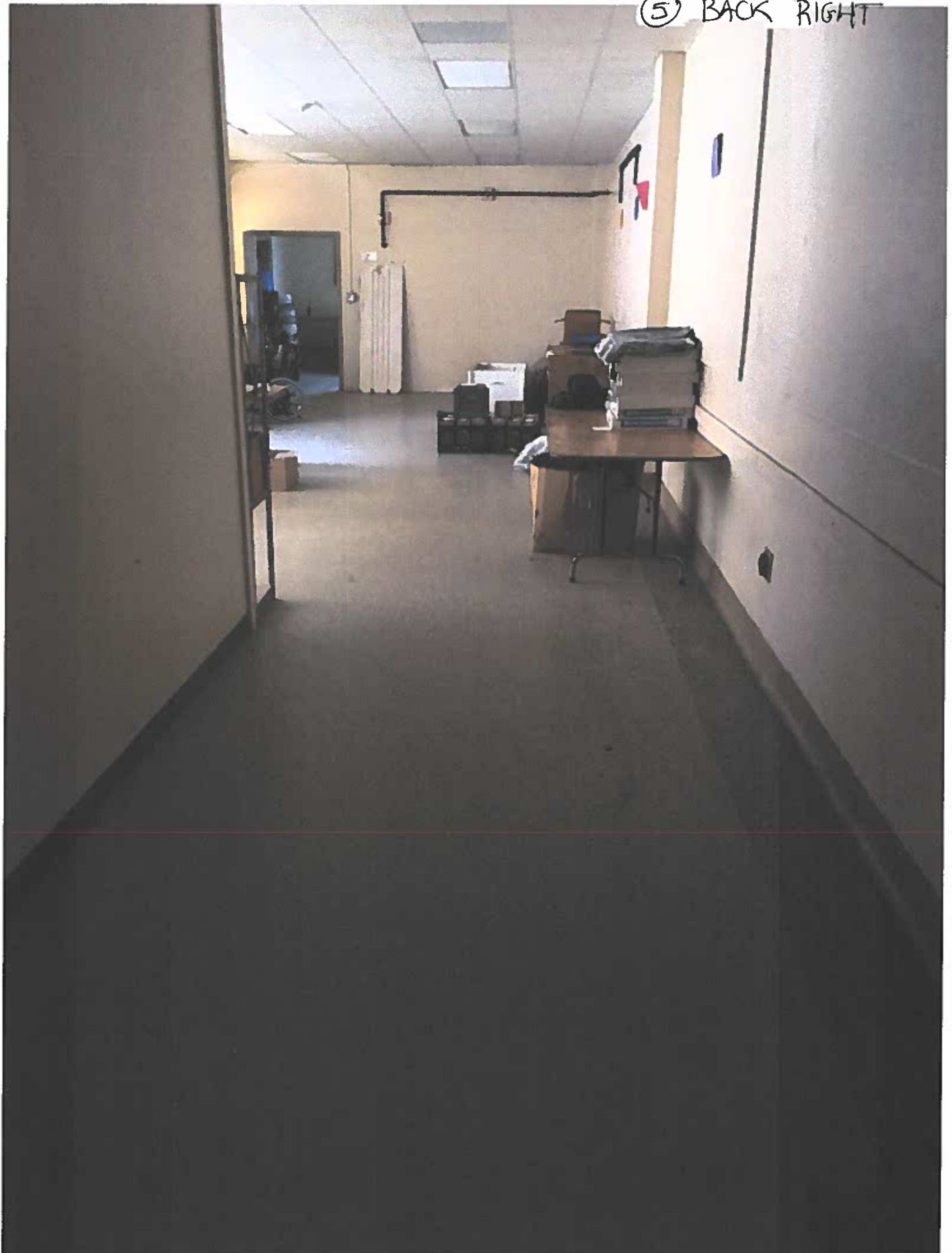


EXHIBIT 'G'



EXHIBIT 'G'



EXHIBIT 'G'

FINAL REPORT

Feasibility Study

DHS Central Police Facility

**Trenton Psychiatric Hospital
New Lisbon Developmental Center**

DPMC: R0229-00 Work Order 03



STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
222 SOUTH WARREN STREET
PO BOX 700
TRENTON, NJ 08625-0700

LAMMEY
+ GIORGIO

ARCHITECTS
215 HIGHLAND AVENUE, SUITE B
HADDON TOWNSHIP, NJ 08108
March 19, 2020

EXHIBIT 'H'

March 19, 2020

Mr. Tadeusz Wardencki
State of New Jersey
Department of Human Services
222 South Warren Street
PO Box 700
Trenton, NJ 08625-0700

Re: Draft Report - Feasibility Study
DHS Central Police Facility

DPMC No. R0229-00 Work Order 03
L+G: 19365.03

Dear Mr. Wardencki:

Enclosed please find our FINAL REPORT for the above referenced Project.

Kindly review the attached and advise if you have any questions or comments. Thank you for the opportunity to be of service.

Sincerely,

LAMMEY + GIORGIO ARCHITECTS



William P. Lammey, AIA

Encl

EXHIBIT 'H'

TABLE OF CONTENTS

Feasibility Study

DHS Central Police Facility

Trenton Psychiatric Hospital New Lisbon Developmental Center

DESCRIPTION	Page No.
Executive Summary	1
General, Scope of Work and Methodology	3
Existing Police Facility	4
Program Needs	5
Buildings Considered for Use	7
Building Code Review	9
Use Diagrams	12
Construction and Total Project Costs	13
Exhibits	
<i>Building Programs</i>	Insert
<i>Concept Layouts</i>	Insert
<i>Construction and Total Project Costs</i>	Insert

FINAL REPORT

Feasibility Study DHS Central Police Facility

DPMC: R0229-00 / Work Order 03
L+G: 19506.03
Date: March 19, 2020

Executive Summary

The following is a DRAFT REPORT that addresses the needs and budget costs to relocate the existing Police facility that is currently located at Ewing Developmental Center (EDC). We were initially requested to investigate costs for a modular facility at Trenton Psychiatric Hospital (TPH) and alterations to an existing building on that campus.

Because of the distance between facilities, DHS and Central Region Police felt that a presence should be provided at both TPH and New Lisbon Developmental Center (NLDC), within existing buildings. The investigation of the modular building was eliminated from the scope and examining two (2) buildings at the NLDC campus was added. Note that we have provided an Order of Magnitude budget cost estimate for the modular building.

Buildings examined were the “Chapel” area within the Haines Building at TPH, and Spruce and Maple Cottages at NLDC.

The analysis is based on our site visits, review of existing drawings provided by DHS, meetings with Tadeusz Wardencki of DHS and Lieutenant Brian Lee of DHS Police, and development of facility needs. Sketch design options for utilizing the buildings and budget construction and total project costs were also prepared.

The construction cost estimates (CCE) summarized below indicate the costs associated with the two location options:

- TPH/Chapel and NLDC/Spruce
- TPH/Chapel and NLDC/Maple

The costs of converting the buildings exceeds the \$600,000 budget identified by DHS as indicated below.

TPH/ Chapel	NLDC/ Spruce	NLDC/ Maple	Total
\$515,756	\$388,960		\$ 904,716
\$515,756		\$600,863	\$ 1,116,619

Please note that the TPH/Chapel available building area is barely what is required for that location in comparison to the building program. There may be some program reductions possible and we would also encourage investigating additional contiguous space.

Although the total costs are less expensive for the TPH/Chapel and NLDC/Spruce option we imagine that DHS might want to maintain the ability to utilize Spruce for patients requiring an I-2 code classification residential facility. Giving up Spruce now and having to convert another building into an I-2 use would be far more expensive than the conversion into the Police facility.

Our recommendation is to utilize the TPH/Chapel along with the NLDC/Maple location. Maple is well suited to the Police needs and affords some additional space.

EXHIBIT 'H'

General Information

The DHS Central Police unit provides services for Trenton Psychiatric Hospital (TPH), New Lisbon Developmental Center (NLDC), Division of Children & Families, and presently, Ewing Developmental Center (EDC). The Central Police facility is presently located in a former residential building on the EDC campus. They are in need of improved facilities to properly support their mission.

DHS advised that the maximum construction costs for the project would be \$600,000. These costs do not include fees, contingencies, permits, or inspections.

Scope of Work

Our proposal dated October 21, 2019 stated that the project entailed the investigation of programmatic needs and potential costs associated with the following:

- A new Modular Building to be constructed on the grounds of TPH.
- Renovations to an existing building on the TPH campus.

As the study progressed it was clear that the modular building costs would exceed the amount that was budgeted, because of building and site preparation costs. DHS requested that we refocus on the evaluation of existing buildings on both the TPH and NLDC sites. We have included an Order of Magnitude cost estimate for the modular building.

Methodology

The study included the following steps:

- We met at the Central Police current location at EDC so that we could assess the spaces presently being utilized and understand the unit's Mission, needs and facility deficiencies.
- Drawings of the existing facility at EDC and possible locations at TPH and NLDC were provided to us by DHS.
- Central Police provided us with copies of the standards that must be met. These standards were more operational than facility based, so we utilized police standards for some of our program development.

- Building Programs that quantified needs were developed and reviewed with both DHS and Central Police representatives.
- We made visits to the TPH and NLDC campuses to familiarize ourselves with the identified building layouts.
- The State's Rehabilitation Subcode was reviewed for impact on the options.
- Design Diagrams for TPH and MLDC options were prepared.
- Construction Cost Estimates (CCE) and Construction Working Estimates (CWE) were prepared for each of the options. The CWE includes construction costs, fees, contingencies, permits, etc.
- This submission is a DRAFT REPORT. Feedback from all parties will be included in the FINAL REPORT.

Existing Central Police Facility

We visited the EDC Central Police Facility on two occasions. On January 7, 2020 we met to initiate the project.

The existing facility is a former residential building that measures a total of approximately 10,300 square feet (SF), split equally on two floors. The first floor is essentially divided in half by a wall that separates what may have been prior common areas for the residential use. An adjacent building houses storage and tactical training spaces that are shared with other users.

Central Police has used the building in its original form, with the compromises imposed by the layout. The problems associated with the existing facility from a functional layout were as follows:

- There is no separation between the "public" side of the building and private side. Police Stations typically separate the public side from Police functions.
- There is no handicapped accessibility available for a visitor or staff. It is assumed that Police officers must be ambulatory but administrative staff and visitors must be afforded some level of accessibility.
- There is a small processing room. An interview room and toilet room available for someone who has been

EXHIBIT 'H'

detained should also be provided. A separate entrance to escort someone who must be processed is a typical Police building requirement.

- Surveillance, access control and IT infrastructure are sorely needed.
- The existing Training Room is inadequate for classroom or tactical training.
- Additional space for records storage, evidence, weapons, ammunition storage and general storage were also requested.
- Accommodating female officers, including locker, toilet and shower facilities should be improved.
- Additional space for records storage was requested, with the understanding that records should be scanned and stored on a database to the greatest extent possible.

Program Needs

Central Police advised that the majority of their “Police” functions were needed at the TPH facility rather than at NLDC.

They felt that if an adequate sized building was not available at TPH, then administrative and certain common functions, combined with a satellite police station, could be located at the NLDC campus. From a standpoint of building area it was immediately clear that the available space at TPH was inadequate to accommodate the total building needs. Therefore, our program focused on two separate buildings, one at TPH and the other at NLDC. There would be some duplication of spaces and positions at both locations.

Within the Haines Building at TPH, the first floor “Chapel” area was identified as being available. At NLDC Spruce and Maple Cottages were identified as possible candidates.

Building Programs were prepared for both the TPH and NLDC locations and are included in the Appendix. They identify needed spaces, number of occupants expected, approximate area and other special needs. As noted above, the standards provided by Central Police had minimal impact on facilities. To consider appropriate sizes of rooms we planned the facilities as Police buildings.

EXHIBIT 'H'

Programs for both locations are included in the attachments. We concluded that the following areas are needed at both locations, listed below with the areas for each of the identified buildings.

Building/ Location	Program Area	Available Area	Difference
TPH - Chapel	3,901 SF	3,960 SF	+ 59 SF
NLDC			
- Maple	9,383 SF	10,310 SF	+ 927 SF
- Spruce	9,383 SF	11,308 SF	+ 1,925 SF

Some spaces programmed for the TPH site may need to be relocated to NLDC to allow the program to fit the available space, or additional space will be required at TPH.

- The TPH facility would accommodate the following:
 - ✓ A 10 patrol officer room (maximum shift)
 - ✓ Processing and interview rooms
 - ✓ Offices for police and detectives
 - ✓ Men and women locker rooms (25 and 4 lockers respectively)
 - ✓ Toilet rooms for men and women with plumbing fixtures sized in accordance with the code
 - ✓ Satellite weapons and ammunition storage room
 - ✓ NCIC Office
 - ✓ Janitor's Closet and Utility Rooms are assumed to be located elsewhere in the building
- The NLDC facility would accommodate the following:
 - ✓ A 4 patrol officer room (maximum shift)
 - ✓ Processing and interview rooms
 - ✓ Offices for police and detectives
 - ✓ Men and women locker rooms (15 and 4 lockers respectively)

EXHIBIT 'H'

- ✓ Toilet rooms for men and women with plumbing fixtures sized in accordance with the code
- ✓ Weapons and ammunition storage rooms
- ✓ Evidence Vault, Supply, and Evidence Detective/Sargent office
- ✓ Quartermaster's office
- ✓ Training room and staff
- ✓ Equipment, records and general storage
- ✓ Janitor's Closet
- ✓ Utility Room(s)

Buildings Considered for Use

Trenton Psychiatric Hospital (TPH)

The space being made available for use, referred to as the Chapel, is a portion of the Haines Building, which adjoins the Stratton, Parker and Paton Buildings. The available area measures approximately 3,960 SF on one floor. This section of the building has multiple floors. The upper floors are understood to be Office uses. The building is of masonry and assumed steel and concrete construction.

The space is laid out with rooms (offices, toilet rooms, etc.) on either side of a wide corridor that leads to the Chapel. There is a large room at the south end of the building and a small office adjacent to the interior ramp at the north end of the space that are also part of the available area. This portion of the building is not equipped with sprinklers.

There is also an interior stair that is not part of the available area. The stair provides circulation from the upper floors to the first floor. If there are other means of egress stair from the upper levels then those occupants may not have to circulate through the Police facility area to exit the building. An option to separate Police from other building occupants users is indicated on our Concept Layout.

In order to maximize use of the available space, removal of some corridor walls is recommended. Structural drawings would be useful in determining the impact of these alterations.

EXHIBIT 'H'

There is a door from the Chapel to a small parking lot. The door has a landing and several steps down to grade.

Because of the age of the building we assume that there may be hazardous materials in place. An assessment of the heating, ventilation and air-conditioning (HVAC) system was not part of the work.

New Lisbon Developmental Center (NLDC) – Spruce Cottage

Spruce Cottage is a stand-alone one-story building that measures approximately 11,308 SF of floor area. Its most previous use was understood to be a patient residential facility, “I-2” use classification. In order to use it as a Police facility (“B” use classification) a change of use approval would have to be granted. A summary change of use analysis is included within the Code Analysis section of the Report.

Spruce Cottage has a linear layout, with a corridor that bisects the building. There are existing sleeping rooms, offices, toilet room with showers, utility spaces, large multipurpose room, kitchen, and counseling rooms. The building has fire protection sprinklers and an automatic fire alarm system throughout.

DHS could use the majority of existing spaces without major modifications. We assume that there are no hazardous materials present because of its previous use as a residential facility but this should be verified.

Between Spruce and Pine Cottages there is a stoned area that could accommodate parking for approximately 60 cars. This campus lies within the New Jersey Pinelands and consultation with the Pinelands Commission would be required to improve or expand this area as impervious surface. Pinelands would also require notification of the change of use, which could require an approval for the maximum daily sewage output per day.

New Lisbon Developmental Center (NLDC) – Maple Cottage

Maple Cottage is a two-story stand-alone building with a partial basement. It measures approximately 10,310 SF in area, not including the partial basement. The building was used for physical therapy for NLDC Patients, and now is used for wheelchair repairs and storage. The use would be considered a “B” - Business use classification.

The building layout is mostly open on the first floor, with a central core of stair, toilet rooms and other spaces that separate the two wings. The second floor contains offices

and toilet rooms. It is only served by one stair and several rooms are not permitted to be used because the travel distance to the stair exceeds the maximum distance permitted.

This building contains an automatic fire alarm system but does not have fire protection sprinklers.

There is a large paved parking lot at the rear of the building with an accessible entrance. Some reconstruction work at landings, steps and railings at this area is required.

Because of the age of the building the presence of hazardous materials should be confirmed.

Building Code Review

The new Police facility will be considered a “B” – Business use per the code. Below are major areas of code compliance that would have to be met at each of the locations:

Trenton Psychiatric Hospital – Chapel

The existing building and proposed Police facility are both considered “B” – Business uses. The major code considerations with the use of this portion of the Haines Building are as follows:

1. Work Classification: The type of work as defined by the State’s Rehabilitation Subcode would be in part “Alteration” and in part “Reconstruction”.
 - a. If space is altered or reconstructed the barrier-free subcode must be met with respect to an accessible path of travel. When not technically feasible to gain compliance there are cost considerations that can minimize the level of compliance required.

Our assumption is that the public would enter from the main building entrance, which is accessible, and be escorted to the Police facility.

Although not a code requirement, a ramp between the small parking lot adjacent to the Chapel exit door should be provided to safely move detainees from the police vehicle into the processing area.

- b. The number of toilet fixtures must be in accordance with the plumbing code, based on occupancy.

EXHIBIT 'H'

- c. A single user handicapped accessible toilet room should be provided unless conversion of an existing toilet room that is being altered can be achieved.
- d. Some additional exit and emergency lighting will be required.
- e. The extent of heating, ventilation and air-conditioning (HVAC) alterations is uncertain, but because the existing and proposed uses are the same, they should be minimal. It should be understood that an assessment of the HVAC system was not part of the scope of work.

Existing mechanical systems that are altered or extended shall not reduce the amount of outside air below the existing rate per person or the rate that is included in the mechanical code, whichever is lower. At a minimum, mechanically ventilated spaces shall be provided with 5 CFM per person of outdoor air and 15 CFM of ventilation air per person.

- 2. Use Classification: The existing use of the second floor needs to be confirmed to assure that a horizontal fire separation is not required.
- 3. Egress: The Police facility has multiple means of egress. Depending on the upper floor paths of egress, the occupants of those floors may have to exit through the first floor Police corridor to the exit that is adjacent to the elevator.
 - a. A separation between the Police corridor should be provided to separate the majority of Police functions from other occupants.

New Lisbon Developmental Center – Spruce Cottage

All of the items listed above for the TPH Chapel location apply to Spruce Cottage. Additionally, a change of use from the existing I-2 use to the proposed B-Business use is required. Below is a summary of our analysis:

- 1. B - Relative Group Hazard: I-2 and B-uses are equal hazards therefore the Basic Requirements of the Rehabilitation Subcode are not required to be met, except where triggered by alteration or reconstruction work.
- 2. C – Means of Egress: B-uses are lower hazards than I-2 uses therefore the Basic Requirements of the

EXHIBIT 'H'

Rehabilitation Subcode are not required to be met, except where triggered by reconstruction work.

3. D - Enclosure of Vertical Openings: Any vertical openings other than stairs (shafts, chases, etc.) must be protected in accordance with the Rehabilitation Subcode.
4. E - Height & Area: B-uses are lower hazards than I-2 uses therefore the building may continue to exceed the maximum height and area permitted for the new use.
5. F - Exposure of Exterior Walls: I-2 and B-uses are equal hazards therefore no change to the exterior wall rating is required.
6. G - Automatic Sprinkler System: B-uses are lower hazards than I-2 uses therefore there is no requirement to install an automatic sprinkler system except in areas where work being performed triggers the requirement for sprinklers.
7. H - Fire Alarm & Detection Systems: Our assumption is that the existing fire alarm system will meet the requirements of the code.
8. I - Single and Multiple Station Smoke Alarms: This is not applicable as it relates to residential uses.
9. J - Carbon Monoxide Detection: If not in place and there are fuel burning appliances in the building, carbon monoxide detections must be provided.
10. K - Structural Requirements: B and I-2 uses are equal categories therefore the existing structure may be used without modification, provided that it is structurally sound and in good structural repair.
11. L - Plumbing Requirements: The plumbing fixture requirements for the proposed new use shall comply with the Basic Requirements for that use. Specific areas of compliance for alteration and reconstruction projects must be met.
12. M - Electrical Requirements: This section does not apply as the proposed B-use is not one of the special occupancies listed.
13. N - Mechanical Requirements: The provisions of this section and Table N must be met.

EXHIBIT 'H'

14. O – Accessibility Requirements: Buildings that exceed 10,000 SF in area must comply with all applicable provisions of Chapter 11 of the Building Subcode.

New Lisbon Developmental Center – Maple Cottage

All of the items listed above for the TPH Chapel location apply to Maple Cottage. The existing use at Maple Cottage is considered B-Business so there would be no change of use considerations.

Use Diagrams

Concept Drawing A-1 indicates a layout for the TPH location.

Public access to the Police facility would be through the main entrance to the building, and then having someone escort the visitor to the Police facility, through a secured entrance.

Police patrol officers would enter from the existing door that exits the Chapel adjacent to the small parking lot. This would also be the entrance for a Police officer with a detainee. Processing is located immediately adjacent to this entrance, and a sergeant's office and interview room are adjacent to Processing. The open area that includes the ramp to the adjacent portion of building would accommodate the 10 maximum patrol officers.

Other spaces are located along the main corridor. To provide the proper room areas we indicate enlargement into the existing wide corridor. NCIC and Women lockers, toilet/shower rooms are located in the existing large room at the end of the corridor, adjacent to the stairs.

This layout has compromises because of the shortage of available building area. Other items of note are as follows:

- There is no toilet room adjacent to Processing. Men's toilet/shower rooms for staff are located in the area of existing plumbing. Extending piping from the basement or crawl space should be achievable at an additional cost.
- Similarly, the location of Women's toilet/shower are remote from the existing plumbing, which impacts costs.

Concept Drawing A-2 indicates the layout for Spruce Cottage at the NLDC location.

EXHIBIT 'H'

The concept design utilizes the existing layout to the greatest extent possible. Station functions are located at the end of the building furthest away from the existing Multipurpose Room, which we designated as the Training Room.

Patrol and Trainee entrances are shared ; located adjacent to the Training Room. Access control hardware would separate trainees from gaining access in to Police facility functions. There are also existing toilet rooms in this area that could be designated for Trainees, as well as spaces for day lockers.

Men's and Women's Toilet and Shower rooms utilize existing toilet and bathing spaces, with some modifications required. Locker Rooms are located adjacent to the toilet rooms. The Women's Toilet and Shower room is a new space, located adjacent to plumbing.

At the opposite end of the building from the Training Room there is a small driveway that we envisioned serving as a place for an officer to escort a detainee into the building. Processing, Interview, toilet room and janitor's closet are located in that core.

The public would enter the main entrance in the center of the building and have restricted access to other areas. We do indicate a new public toilet room in the entry area, which takes a portion of space from the existing Men's Toilet/Shower Room.

Concept Drawing A-3 indicates the layout for Maple Cottage at the NLDC location.

To the greatest extent possible we separated the Police patrol and office functions from the training functions and public access areas. Separate entrances for training, detainee and patrol officers are available. Some revision to the door locations are required to facilitate detainees access to the public toilet room without leaving the secured area.

It appears that the second floor is bonus space as the program can be mostly accommodated on the first floor. We do not indicate any work on this floor.

Construction and Total Project Costs

Construction Cost Estimates (CCEs) breakdowns are included for each of the buildings. Construction Working Estimates (CWEs) for all locations are also provided. The CWEs include fees, contingencies, permits and other soft costs.

EXHIBIT 'H'

The CCEs include demolition and costs for alterations and reconstruction items itemized. Plumbing for new toilet rooms and showers, and modifications to HVAC and electrical systems are also included. Contractor general requirements, overhead and profit and contingencies are indicated as well. Note that contingencies for the APH are higher as there are more unknowns associated with this location.

Not included are work to basements, abatement of hazardous materials or escalation. We recommend adding 4% per year to the midpoint of construction. Costs for window replacement and second floor alterations are also not included.

Construction Costs for a 10,000 SF Modular Building, including sitework and infrastructure were investigated, and are estimated at approximately \$2,600,000 for a hardened (steel and concrete) modular building. Please note that there was no specific site location selected so sitework and utility infrastructure costs could vary.

The summary of Construction Cost Estimates (CCEs) and Construction Working Estimates (CWEs) are as follows:

	CCE	CWE
Chapel + Spruce Cottage	\$904,716	\$1,289,221
Chapel + Maple Cottage	\$1,116,619	\$1,591,177

The only furniture, fixtures and equipment (FF&E) costs included are for lockers; all other furnishings and equipment will be provided by the Central Police.

Recommendations

Although the costs for the combination of TPH/Chapel and NLDC/Spruce are the least expensive. DHS needs to consider their future needs with respect to patients requiring I-2 building use environments. The future cost to renovate or convert an existing building to an I-2 use will far outweigh the savings.

The NLDC/Maple option seems to be appropriate for the Central Police facility. It gives them the space they need to meet their mission and is a huge improvement over the space available at the existing Ewing location.

The Chapel location at TPH is a compromise because of the available area. Confirming the second and third floor egress

paths, and eliminating certain program functions assigned to this location can improve the conditions.

Our recommendation is to utilize the NLDC/Maple and TPH/Chapel buildings for the new DHS Central Police facilities. Investigating additional contiguous space at TPH is also recommended.

FEASIBILITY STUDY
DHS CENTRAL REGION POLICE FACILITY
TRENTON, NJ

DPMC: R0229-00
 L&G: 19506.03
 Date: 02.07.2020
 Rev: 03.11.2020
 Prep: wpl

DRAFT BUILDING PROGRAM

NO.	SPACE	EXIST		PROPOSED		REMARKS
		OCCUP (1)	AREA (2)	AREA	TOTAL SF	
NO.	TRENTON PSYCH LOCATION					
1	Processing	2	175	250	250	secure entry, lock bench, desk, fingerprint, testing
2	Interview Room	3	0	100	100	secure room
3	Patrol Officers	1	1120	650	650	10 max at any shift
4	Sgt Office	1	208	125	125	
5	NCIC Office	2	200	150	200	special computer station; secured; 3 occup
6	Station Commander Office	1	230	200	200	
7	Admin Sgt Office	1	225	150	150	
8	Evidence Detective/Sgt	1	225	150	0	- locate at NLDC
9	Evidence Vault	0	225	200	0	- locate at NLDC
10	Evidence Supply	0	225	400	0	- locate at NLDC
11	Detective Office	2	225	150	150	2 staff
12	Quartermaster Office	1	175	150	0	- locate at NLDC
13	Training Staff Office	2	210	150	0	0 locate at NLDC
14	Training	0	1120	2000	0	0 locate at NLDC
15	Weapons & Ammunition Vault	0	450	150	150	(3) majority stored at NLDC
16	Lockers - Men	0	705	280	280	access to men's toilet rm; 20 lockers
17	Toilet Room - Men	0	250	250	250	2 wc/urinal, 2 lav, 2 shower
18	Lockers - Women	0	235	100	100	access to women's toilet room; 4 lockers
19	Toilet Room - Women	0	255	100	100	1 toilet, 1 lavatory, 1 shower
20	Equipment Storage	0	255	350	350	
21	Records	0	0	400	400	
22	Storage (incl in other bldg)	0	640	400	400	
23	Utility Room	0	170	0	0	located within building
24	Janitor Closet		190	75	0	- located within building
25	processing					
	<i>Net Area</i>		7,713		3,855	
	Grossing Factor			35%	1,349	Corridors, wall thickness, etc.
	Total EDC Buiding Area		10,300			
	Total Gross Area Required				5,204	

Existing TPH Building Area

3,960

- (1) Existing & Future Occupants
- (2) Existing Area at Ewing Location
- (3) Use exist metal ammo lockers
 - Weapons Safes -18 LF x 2' deep
 - 20 LF shelving
 - Target Storage - 50 SF

EXHIBIT 'H'

FEASIBILITY STUDY
DHS CENTRAL REGION POLICE FACILITY
TRENTON, NJ

DPMC: R0229-00
 L&G: 19506.03
 Date: 02.07.2020
 Rev: 03.11.2020
 Prep: wpl

DRAFT BUILDING PROGRAM

NO.	SPACE	OCCUP (1)	EXIST	PROPOSED		REMARKS
			AREA (2)	AREA	UNITS	TOTAL SF
NO.	NEW LISBON LOCATION					
1	Processing	2	175	175	1	175
2	Interview Room	3	0	100	1	100
3	Patrol Officers	1	1120	400	1	400
4	Sgt Office	1	208	125	1	125
5	NCIC Office	2	200	150	0	-
6	Station Commander Office	1	230	200	1	200
7	Admin Sgt Office	1	225	150	1	150
8	Evidence Detective/Sgt	1	225	150	1	150
9	Evidence Vault	0	225	200	1	200
10	Evidence Supply	0	225	400	1	400
11	Detective Office	2	225	150	1	150
12	Quartermaster Office	1	175	150	1	150
13	Training Staff Office	2	210	150	1	150
14	Training	0	1120	2000	1	2000
15	Weapons & Ammunition Vault	0	450	300	1	300
16	Lockers - Men	0	705	400	1	400
17	Toilet Room - Men	0	250	150	1	150
18	Lockers - Women	0	235	100	1	100
19	Toilet Room - Women	0	255	100	1	100
20	Equipment Storage	0	255	350	1	350
21	Records	0	0	400	1	400
22	Storage (incl in other bldg)	0	640	400	1	400
23	Utility Room	0	170	0	1	0
24	Janitor Closet		190	75	1	75
25	processing					
	<i>Net Area</i>		<i>7,713</i>			<i>6,625</i>
	Grossing Factor			35%		2,319
	Total EDC Buiding Area		10,300			
	Total Gross Area Required					8,944

Existing Building Area - Maple Hall

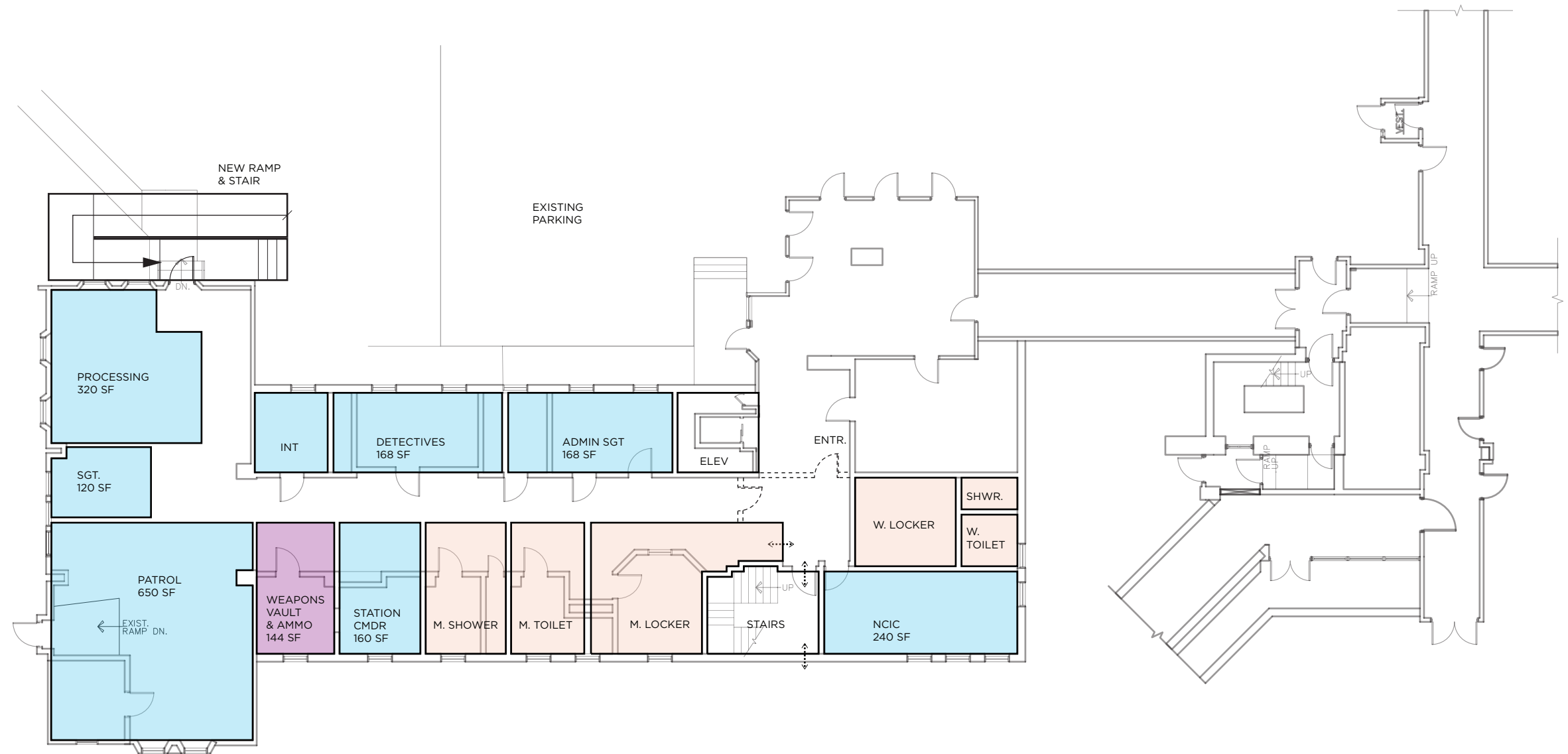
First Floor	8,325
Second Floor	1,985
Total Existing Building Area - Maple Hall	10,310

Existing Building Area - Spruce Cottage

11,308

- (1) Existing & Future Occupants
- (2) Existing Area at Ewing Location
- (3) Use exist metal ammo lockers
 - Weapons Safes -18 LF x 2' deep
 - 20 LF shelving
 - Target Storage - 50 SF

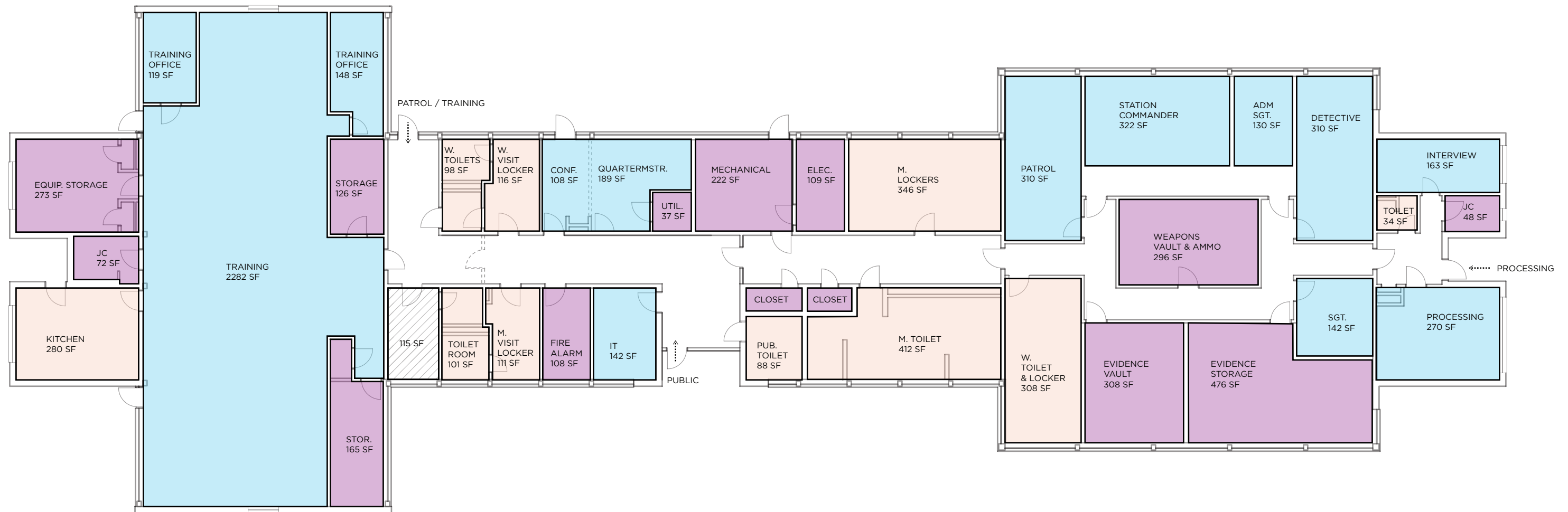
EXHIBIT 'H'



1 PARTIAL FIRST FLOOR PLAN — HAINES BUILDING @ TRENTON PSYCHIATRIC HOSPITAL
A-1 SCALE 1/16"=1'-0"



- OFFICE SPACE
- SUPPORT SPACE
- STAFF FACILITIES

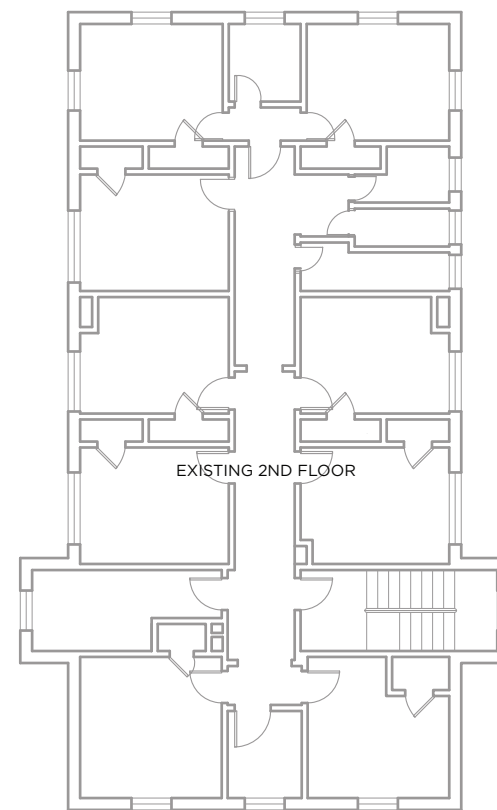


1
A-2 FIRST FLOOR PLAN — SPRUCE COTTAGE

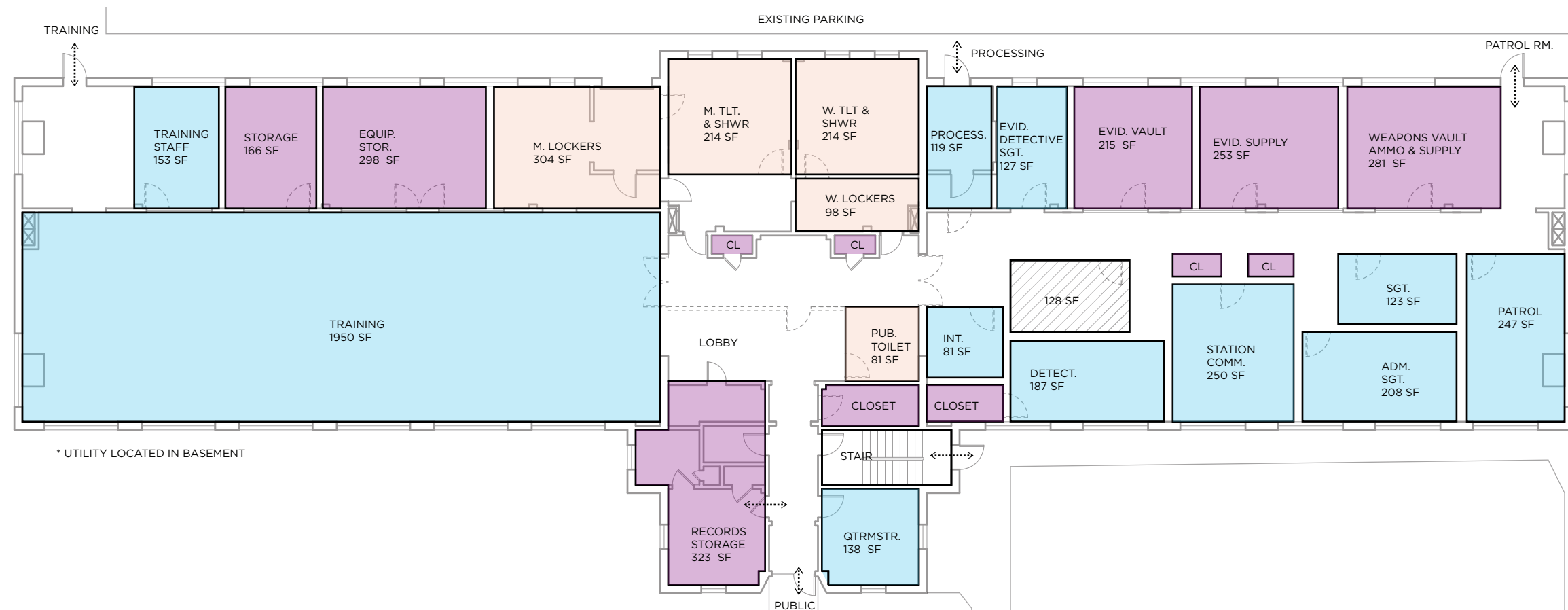
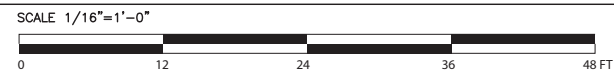
SCALE 1/16"=1'-0"



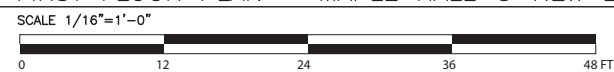
- OFFICE SPACE
- SUPPORT SPACE
- STAFF FACILITIES
- UNASSIGNED



2 SECOND FLOOR PLAN – MAPLE HALL @ NEW LISBON DEVELOPMENTAL CENTER



1 FIRST FLOOR PLAN – MAPLE HALL @ NEW LISBON DEVELOPMENTAL CENTER



FEASIBILITY STUDY
DHS CENTRAL REGION POLICE FACILITY
TRENTON PSYCHIATRIC HOSPITAL LOCATION

DPMC: R0229-00
 L+G: 19506.03
 Date: 03.19.2020
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ORDER OF MAGNITUDE CONSTRUCTION COST ESTIMATE
ADDITION & ALTERATIONS TO EXISTING BUILDING

Page: 1 of 2

Group Description	Subtotal	Total Cost	\$'s/SF
A FIRST FLOOR RENOVATIONS		\$ 373,736	\$ 94.38
A10 Sitework	\$ 60,318		
A20 Demolition & Removals	\$ 29,440		
A30 Exterior Construction	\$ 14,960		
A40 Interiors	\$ 119,841		
A50 Services	\$ 149,178		
Subtotal		\$ 373,736	
Overhead & Profit 15%		\$ 56,060	
Subtotal		\$ 429,797	
Contingencies 20%		\$ 85,959	
Subtotal		\$ 515,756	
Escalation to mid-point of construction		\$ -	
TOTAL CONSTRUCTION COST ESTIMATE (CCE)		\$ 515,756	

Existing First Floor Area to be Renovated 3,960 SF

Limitations

1. Estimates are based on Concept Layout dated 03.11.2020.
2. No work to the Basement is included.
3. The only furnishings included are lockers.
4. Abatement of hazardous materials is not included.
5. Escalation is not included. We recommend 4% per year to mid-point of construction.

EXHIBIT 'H'

FEASIBILITY STUDY
DHS CENTRAL REGION POLICE FACILITY
TRENTON PSYCHIATRIC HOSPITAL LOCATION

DPMC: R0229-00
 L+G: 19506.03
 Date: 03.19.2020
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 Page: 2 of 2

ORDER OF MAGNITUDE CONSTRUCTION COST ESTIMATE
ADDITION & ALTERATIONS TO EXISTING BUILDING

Group	Description		Unit Cost	Subtotal	Total Cost
A	FIRST FLOOR RENOVATIONS				
A10	Sitework				
	- Remove existing landing, steps & handrails	1 EA	3,500.00	3,500	
	- New ramp & steps	330 SF	115.00	37,950	
	- New handrails	110 LF	100.00	11,000	
				<u>52,450</u>	
	General Requirements	15%		<u>7,868</u>	
	<i>Subtotal - A10</i>			<u>60,318</u>	
A20	Demolition & Removals				
	- Structural bolstering	1 Lump	10,000.00	10,000	
	- Remove existing masonry walls	1,600 SF	3.00	4,800	
	- Doors, frames & hardware	7 EA	250.00	1,750	
	- Flooring	3,500 SF	1.50	5,250	
	- Slab cut-outs for piping	1 Lump	3,800.00	3,800	
				<u>25,600</u>	
	General Requirements	15%		<u>3,840</u>	
	<i>Subtotal - A20</i>			<u>29,440</u>	
A30	Exterior Construction				
	- Window protection	16 EA	850.00	13,600	
	General Requirements	10%		<u>1,360</u>	
	<i>Subtotal - A30</i>			<u>14,960</u>	
A40	Interiors				
	- New masonry walls - 8"	2,300 SF	16.00	36,800	
	- New doors, frames & hardware	12 EA	1,800.00	21,600	
	- Ceramic tile floors & base	430 SF	15.00	6,450	
	- VCT flooring (not in Chapel or Corridor)	1,605 SF	5.85	9,389	
	- Resilient Base	875 LF	7.00	6,125	
	- Acoustical tile ceilings (not in Chapel or Corridor)	2,035 SF	7.00	14,245	
	- Lockers - 18"x18"x72"	24 EA	400.00	9,600	
				<u>104,209</u>	
	General Requirements	15%		<u>15,631</u>	
	<i>Subtotal - A40</i>			<u>119,841</u>	
A50	Services				
	- Piping revisions & plumbing fixtures				
	- Piping revisions	400 SF	42.00	21,000	
	- Water closets/urinals	3 EA	2,000.00	6,000	
	- Wall hung lavatories	3 EA	1,800.00	5,400	
	- Showers	3 EA	3,400.00	10,200	
	- Janitor's sink	EA	3,600.00	-	
	- HVAC revisions	3,960 SF	10.00	39,600	
	- Lighting & power	3,960 SF	10.00	39,600	
	- Communication & security	3,960 SF	2.00	7,920	
				<u>129,720</u>	
	General Requirements	15%		<u>19,458</u>	
	<i>Subtotal - A50</i>			<u>149,178</u>	
TOTAL - A - First Floor Renovations				\$ 373,736	

EXHIBIT 'H'

FEASIBILITY STUDY**DHS CENTRAL REGION POLICE FACILITY****NEW LISBON DEVELOPMENTAL CENTER - SPRUCE COTTAGE**

DPMC: R0229-00

L+G: 19506.03

Date: 03.19.2020

Rev.

**ORDER OF MAGNITUDE CONSTRUCTION COST ESTIMATE
ADDITION & ALTERATIONS TO EXISTING BUILDING**

Page: 1 of 2

Group	Description	Subtotal	Total Cost	\$'s/SF
A	RENOVATIONS		\$ 294,110	\$ 26.01
	A10 Sitework	\$ -		
	A20 Demolition & Removals	\$ 16,802		
	A30 Exterior Construction	\$ 10,925		
	A40 Interiors	\$ 186,803		
	A50 Services	\$ 79,580		
	Subtotal		\$ 294,110	
	Overhead & Profit 15%		\$ 44,116	
	Subtotal		\$ 338,226	
	Contingencies 15%		\$ 50,734	
	Subtotal		\$ 388,960	
	Escalation to mid-point of construction		\$ -	
	TOTAL CONSTRUCTION COST ESTIMATE (CCE)		\$ 388,960	

Total Area 11,308 SF

Limitations

1. Estimates are based on Concept Layout dated 03.16.2020.
2. The only furnishings included are lockers.
3. Abatement of hazardous materials is not included.
4. Escalation is not included. We recommend 4% per year to mid-point of construction.
5. HVAC renovations are indicated for a portion of the building.

EXHIBIT 'H'

FEASIBILITY STUDY

DHS CENTRAL REGION POLICE FACILITY

NEW LISBON DEVELOPMENTAL CENTER - SPRUCE COTTAGE

DPMC: R0229-00

L+G: 19506.03

Date: 03.19.2020

Rev.

Page: 2 of 2

ORDER OF MAGNITUDE CONSTRUCTION COST ESTIMATE
ADDITION & ALTERATIONS TO EXISTING BUILDING

Group	Description		Unit Cost	Subtotal	Total Cost
A	RENOVATIONS				
A10	Sitework				
		General Requirements	15%	-	-
		Subtotal - A10		-	-
A20	Demolition & Removals				
	- Remove existing walls & partitions	870 SF	3.00	2,610	
	- Remove existing windows	20 EA	400.00	8,000	
	- Doors, frames & hardware	6 EA	250.00	1,500	
	- Flooring	- SF	3.50	-	
	- Slab cut-outs for piping	1 Lump	2,500.00	2,500	
				14,610	
		General Requirements	15%	2,192	
		Subtotal - A20		16,802	
A30	Exterior Construction				
	- Masonry Infill - 12-inch block & stucco	200 SF	40.00	8,000	
	- Window protection	EA	850.00	-	
	- Window film - privacy	1 Lump	1,500.00	1,500	
				9,500	
		General Requirements	15%	1,425	
		Subtotal - A30		10,925	
A40	Interiors				
	- New masonry walls - 8"	2,430 SF	16.00	38,880	
	- New doors, frames & hardware	13 EA	1,800.00	23,400	
	- Ceramic tile floors & base	350 SF	15.00	5,250	
	- VCT flooring	- SF	5.85	-	
	- Resilient Base	350 LF	7.00	2,450	
	- Ceiling repairs - 20%	260 SF	7.00	1,820	
	- Lockers - 18"x18"x72"	29 EA	400.00	11,600	
	- Paint ceilings	11,308 SF	2.20	24,878	
	- Paint walls	27,080 SF	2.00	54,160	
				162,438	
		General Requirements	15%	24,366	
		Subtotal - A40		186,803	
A50	Services				
	- Piping revisions & plumbing fixtures				
	- Piping revisions	350 SF	42.00	14,700	
	- Water closets	- EA	2,000.00	-	
	- Wall hung lavatories	- EA	1,800.00	-	
	- Showers	1 EA	3,400.00	3,400	
	- Janitor's sink	1 EA	3,600.00	3,600	
	- HVAC revisions (40%)	4,525 SF	5.00	22,625	
	- Lighting & power (40%)	4,525 SF	5.00	22,625	
	- Communication & security (75%)	8,475 SF	2.00	16,950	
				69,200	
		General Requirements	15%	10,380	
		Subtotal - A50		79,580	
TOTAL - A - Renovations					\$ 294,110

EXHIBIT 'H'

PROJECT COST ANALYSIS**DPMC NUMBER: R0229-00/WO 03**Date: 03.19.2020Project Name: DHS Central Police Facility Feasibility Study - TPH & SpruceProject Phase:
Final DesignLocation: Mercer & Burlington Counties, NJ**Cost Phase "C" - Construction**

1 General Construction	<u>904,716</u>
2 Structural Steel	<u></u>
3 Plumbing	<u></u>
4 HVAC	<u></u>
5 Electrical	<u></u>
6 Other Trades (specify): <u></u>	<u></u>
7 TOTAL CONSTRUCTION COST ESTIMATE (CCE) (Lines 1 thru 6)	<u>904,716</u>

Cost Phase "D" - Design

8 Consultant Design Fee	<u>226,180</u>
9 Consultant Construction Administration Fee	<u></u>
10 Asbestos Remediation Design Fee	<u></u>
11 Asbestos Monitoring Fees	<u></u>
12 Survey Services	<u></u>
13 Testing Services	<u></u>
14 Roofing Inspection	<u></u>
15 Other (specify): <u></u>	<u></u>
16 TOTAL DESIGN SERVICES (Lines 8 thru 15)	<u>226,180</u>

Cost Phase "K" - Affirmative Action

17 Affirmative Action (1/2 % of Line 7)	<u>4,524</u>
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Cost Phase "M" - Management Fees

18 DPMC Management Fee (8% of Line 7)	<u>72,377</u>
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Cost Phase "N" - Construction Management

19 Construction Management Services (CM/CPM)	<u>0</u>
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Cost Phase "O" - Contingency

20 Construction (5% of Line 7)	<u>45,236</u>
21 Design (10% of Line 16)	<u>22,618</u>
22 TOTAL PROJECT CONTINGENCY (Lines 20 & 21)	<u>67,854</u>

Cost Phase "P" - Permits

23 U.C.C. (DCA or DPMC) Plan Review Fee	<u>6,785</u>
24 U.C.C. Permit/Field Inspection/C.O. Fee	<u>6,785</u>
25 Soil Conservation	<u>0</u>
26 Other (specify): <u></u>	<u>0</u>
27 TOTAL PERMIT FEES (Lines 23 thru 26)	<u>13,571</u>

Cost Phase "R" - Arts Inclusion

28 Arts Inclusion Allowance	<u>0</u>
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Cost Phase "B" - Other Costs

29 Other (specify): <u></u>	<u>0</u>
30 Other (specify): <u></u>	<u>0</u>
31 TOTAL OTHER COSTS (Lines 29 & 30)	<u>0</u>

32 CURRENT WORKING ESTIMATE (CWE) (Lines 7+16+17+18+19+22+27+28+31) **\$1,289,221**

PROJECT COST ANALYSIS**DPMC NUMBER:** R0229-00/WO 03Date: 03.19.2020Project Phase:
Final DesignProject Name: DHS Central Police Facility Feasibility Study - TPH & MapleLocation: Mercer & Burlington Counties, NJ**Cost Phase "C" - Construction**

1 General Construction	<u>1,116,619</u>
2 Structural Steel	<u></u>
3 Plumbing	<u></u>
4 HVAC	<u></u>
5 Electrical	<u></u>
6 Other Trades (specify): <u></u>	<u></u>
7 TOTAL CONSTRUCTION COST ESTIMATE (CCE) (Lines 1 thru 6)	<u>1,116,619</u>

Cost Phase "D" - Design

8 Consultant Design Fee	<u>279,150</u>
9 Consultant Construction Administration Fee	<u></u>
10 Asbestos Remediation Design Fee	<u></u>
11 Asbestos Monitoring Fees	<u></u>
12 Survey Services	<u></u>
13 Testing Services	<u></u>
14 Roofing Inspection	<u></u>
15 Other (specify): <u></u>	<u></u>
16 TOTAL DESIGN SERVICES (Lines 8 thru 15)	<u>279,150</u>

Cost Phase "K" - Affirmative Action

17 Affirmative Action (1/2 % of Line 7)	<u>5,583</u>
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Cost Phase "M" - Management Fees

18 DPMC Management Fee (8% of Line 7)	<u>89,330</u>
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Cost Phase "N" - Construction Management

19 Construction Management Services (CM/CPM)	<u>0</u>
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Cost Phase "O" - Contingency

20 Construction (5% of Line 7)	<u>55,831</u>
21 Design (10% of Line 16)	<u>27,915</u>
22 TOTAL PROJECT CONTINGENCY (Lines 20 & 21)	<u>83,746</u>

Cost Phase "P" - Permits

23 U.C.C. (DCA or DPMC) Plan Review Fee	<u>8,375</u>
24 U.C.C. Permit/Field Inspection/C.O. Fee	<u>8,375</u>
25 Soil Conservation	<u>0</u>
26 Other (specify): <u></u>	<u>0</u>
27 TOTAL PERMIT FEES (Lines 23 thru 26)	<u>16,749</u>

Cost Phase "R" - Arts Inclusion

28 Arts Inclusion Allowance	<u>0</u>
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Cost Phase "B" - Other Costs

29 Other (specify): <u></u>	<u>0</u>
30 Other (specify): <u></u>	<u>0</u>
31 TOTAL OTHER COSTS (Lines 29 & 30)	<u>0</u>

32 CURRENT WORKING ESTIMATE (CWE) (Lines 7+16+17+18+19+22+27+28+31) **\$1,591,177**

TRENTON PSYCHIATRIC HOSPITAL GENERAL CONTRACTOR REGULATIONS

1. Normal working hours are 7:30 am to 4:00 pm Monday through Friday.
2. Contractor vehicles or those used by employees of the contractors are subject to the parking and traffic regulations as they apply to Trenton Psychiatric Hospital, and are to be locked when unattended.
3. All employees of the contractors are to wear contractor/key card I.D. Badges issued by the maintenance office at all times. There is a \$25.00 per badge charge for any not returned at the completion of the job.
4. Any keys, needed by the contractor, will be issued by the maintenance office in quantities needed to permit access to the buildings(s). There is a \$25.00 per key charge for any not returned at the completion of the job.
5. All tools, materials and equipment are to be secured at the end of each business day. At no time are any of these items to be left unattended.
6. Each work area is to be cleaned at the end of every business day. All trash and debris will be removed from the site daily.
7. No workman is to fraternize with patients at any time. Do not give patients money, cigarettes, a light, matches, tools, and contraband of any kind. Do not accept anything from patients.
8. Always keep doors locked and always lock any door you use. Do not prop any door open at any time for any reason.
9. No alcoholic beverages or weapons are allowed on the Trenton Psychiatric Hospital grounds at any time.
10. No picture taking of any kind is permitted unless authorized by the Engineer in Charge of Maintenance.
11. All work is to be performed in a professional manner and must be approved by the Engineer in Charge or his designee.
12. Full compliance with the Safety Director at Trenton Psychiatric Hospital will be required during the course of the work, and follow all OSHA regulation.
13. Smoking is prohibited at this facility; Contractors should take measures to see that no one in their employ is smoking anywhere on TPH Grounds, Buildings, in vehicles or within 50 feet of the property.
14. The manner of dress of any employee while working at TPH shall be consistent with the role of a psychiatric hospital. Inappropriate clothing as follows, includes but is not limited to shorts, hemlines for dresses and skirts no more than (3) inches above the knees, sexually provocative clothing, and shirts or sweatshirts with graphic and/or language which is sexually provocative or offensive to any ethnic group.

Company Name: _____ DATE: _____

Print: _____

Sign: _____

Revised 11/12/11

EXHIBIT 'I'

NEW LISBON DEVELOPMENTAL CENTER
NEW LISBON, NEW JERSEY 08064

Maintenance Department

TO: All contractors and their employees who are engaged in work on the property of New Lisbon Developmental Center

- A. Follow the Developmental Center's Rules and Regulations that pertain to contractors and their employees working at the facility.

The Administration is charged with the responsibility of custody welfare of our individuals. All non-State employees are responsible and should comply with the following rules for their own protection as well as the safety of our individuals:

1. No workman is to fraternize with our individuals. Any difficulties with our individuals and/or "State" employees should be handled through your supervisor or foreman. They will contact the facility Engineer in Charge.
2. Do not give anything to or take anything from the individuals at the facility.
3. Lock all cars and trucks and demobilize all equipment when unattended.
4. Issuance of keys to contractors and their employees, carries with it the responsibility for exercising the utmost care in their security.
5. No photographs are to be taken without permission of the Engineer In Charge.
6. All tools and equipment must be secured before leaving at the end of the day. Should equipment such ladders and scaffolding be required to remain up overnight, the contractor shall obtain prior approval of the Engineer In Charge.
7. Warning lights must be displayed at all dangerous areas at night.
8. No firearms, ammunition, hunting knives or other articles of this nature are permitted on the grounds.
9. No alcoholic beverages or controlled dangerous substances (CDS) are permitted on the grounds. Smoking and tobacco products are not permitted on state property. Adhere to Executive Policy #13 which is attached.

EXHIBIT 'J'

10. Institutional Fire Regulations shall be strictly adhered to; contact the Engineer In Charge when in doubt.
11. Please obey 15 M.P.H. speed limit and "No Parking" areas painted yellow.
12. Personal items and supplies shall be stored or kept in central area designated for your use.
13. All excavation will be protected as directed by Engineer In Charge and those across roads must be covered with plates.
14. It is the responsibility of the contractor to secure all tools and equipment.
15. All contractors must report to Engineer In Charge's office when arriving on grounds (Monday thru Friday) and Saturday, Sunday and Holidays (PRS Office – Administration Building) only when approved.
16. No littering permitted. Help keep our Developmental Center clean.
17. No materials, supplies, equipment shipped to the site for contractors will be accepted by our facility. It is the sole responsibility of the contractor to have someone on grounds to accept any item shipped.
18. Use of our telephone is strictly prohibited. Contractor must supply their own telephone hookup at no cost to the State of New Jersey or use cellular phones.
19. Fire Alarm System or Sprinkler System is not to be tampered with or shut down in any way until the Maintenance Department is notified in advance and given the ok.
20. There is to be no "Hot Work" welding, pipe soldering, etc. unless Maintenance is notified so permit can be filled out.

The Administration will regretfully take action against anyone violating these regulations, possibly by prohibiting them working on our property.

Revised: 3/2014, 2/17/2016
Contractorrules.doc

EXHIBIT 'J'

New Lisbon Developmental Center	Policy Number: Executive Policy #13
Policy: Smoking Provisions	Implementation Date: April 28, 2016

The following policy has been established within the framework of the Center's mission and in conformance with applicable statutes, regulations, Department and Division policies.

I. POLICY:

The main responsibility of the New Lisbon Developmental Center (NLDC) is to protect the rights, safety and welfare of the individuals it serves. The following is designed to promote the rights of individuals, employees, and visitors to smoke at NLDC and to provide protections to individuals with PICA behaviors and the rights of non-smokers.

II. PURPOSE:

This policy provides instructions for individuals, employees and visitors who choose to smoke on the grounds of NLDC.

III. STANDARDS:

- A. No smoking shall be permitted inside any NLDC buildings.
- B. Smoking shall only occur in designated areas on campus that have with smoking receptacles (see attached campus map).
 - 1. Smoking areas for Individuals:
 - a. Will be established for individuals who smoke outside their home cottages and will only be used by individuals.
 - b. Individuals may smoke at the smoking areas designated for employees and visitors.
 - c. Cottage smoking areas will be located a minimum of 20 feet from cottage entrances.
 - d. Smoking receptacles shall be checked daily and cleaned and emptied as necessary by the cottage housekeeping employees.
 - 2. Smoking areas for Employees and Visitors:
 - a. Employees and visitors may only smoke in designated employee and visitor smoking areas or in their personal vehicles.
 - b. Employees and visitor smoking areas will be established at points near Birch and Maple Cottages.
 - c. Employees and visitors will not be permitted to smoke at the smoking areas for individuals located near residential cottages.
 - d. Smoking receptacles shall be checked daily and cleaned and emptied as necessary by the central housekeeping employees.

New Lisbon Developmental Center	Policy Number: Executive Policy #13
Policy: Smoking Provisions	Implementation Date: April 28, 2016

- C. Employees are only permitted to smoke during their authorized 15 minute or meal breaks.
- D. Smoking materials, lighters, and matches, when not in use, must be kept out-of-sight and secured. Smoking materials are not to be left in any unsecured location (i.e. a lounge, unlocked desk or office) at any time.
- E. All NLDC Managers, Supervisors, and the Safety Officer are responsible to monitor policy compliance with employees, individuals, and visitors.
- F. All NLDC employees are responsible to report any smoking policy violations to the appropriate supervisor for follow-up.
- G. All employees, individuals, and visitors are required to adhere to the Center's smoking policy.

IV. **ATTACHMENTS:**

- A. Employee Designated Smoking Locations Map

V. **REFERENCES:**

Public Law 1985 c. 381 (NJSA 36:3D-46 et. Seq.)
Administrative Order 4:24, "Smoking Policy for Department of Human Services Buildings"
Indoor Air Quality Standard (NJAC 12:00 1:00-13)

VI. **Administrative Approval:**

David Thomas, Chief Executive Officer

The Specially Constituted Committee-Human Rights Committee reviewed this policy on: **May 2, 2016.**

Policy Issued	November 20, 1989
Revision Dates	July 1, 2015; April 28, 2008; January 20, 2005; February 26, 2004; March 30, 2001; March 27, 1998; April 30, 1995; April 15, 1994

