

# **SCOPE OF WORK**

## **Wolverton Roof and Wolverton/Wycoff HVAC**

Vineland Developmental Center  
Vineland, Cumberland County, NJ

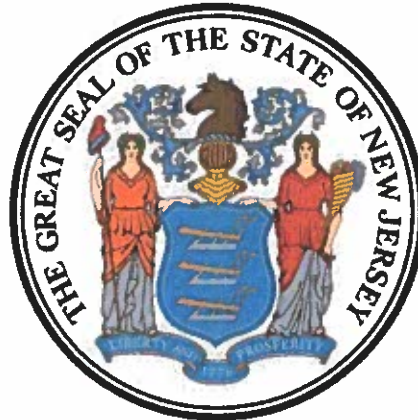
**Project No. M 1609-00**

### **STATE OF NEW JERSEY**

Honorable Philip D. Murphy, Governor  
Honorable Tahesha L. Way, Lt. Governor

### **DEPARTMENT OF THE TREASURY**

Elizabeth Maher Muoio, Treasurer



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

Thomas A. Edenbaum, Director

**Date: April 7, 2025**

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## **I. OBJECTIVE**

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The objective of this project is to replace the roof and RTU on Wolverton Cottage and provide HVAC Building Automation System (BAS) upgrades in Wyckoff and Wolverton Cottages at Vineland Developmental Center. See Exhibit 'B' for site location map.

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## **II. CONSULTANT QUALIFICATIONS**

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

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

- **P001 Architecture**

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

- **P002 Electrical Engineering**
- **P003 HVAC Engineering**
- **P007 Structural Engineering**
- **P025 Estimating/Cost Analysis**
- **P028 Roofing Inspection**
- **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).

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## **III. PROJECT BUDGET**

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

The initial Construction Cost Estimate (CCE) for this project is \$ 1,489,283.

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

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

The Current Working Estimate (CWE) for this project is \$ 2,204,139.

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

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

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

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

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# **IV. PROJECT SCHEDULE**

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

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

<b><u>PROJECT PHASE</u></b>	<b><u>ESTIMATED DURATION (Calendar Days)</u></b>
<b>1. Site Access Approvals &amp; Schedule Design Kick-off Meeting</b>	<b>14</b>
<b>2. Schematic Design Phase</b>	<b>28</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Comment</i>	<b>14</b>
<b>3. Design Development Phase</b>	<b>42</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Comment</i>	<b>14</b>
<b>4. Final Design Phase</b>	<b>42</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Approval</i>	<b>14</b>
<b>5. Final Design Re-Submission to Address Comments</b>	<b>7</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Approval</i>	<b>14</b>

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6. DCA Submission Plan Review	30
7. Permit Application Phase	7
• Issue Plan Release	
8. Bid Phase	42
9. Award Phase	28
10. Construction Phase	180
11. Project Close Out Phase	30

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

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

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

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

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

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

The location of the project site is:

Vineland Developmental Center (East Wolverton and Wyckoff Cottages)  
1676 East Landis Avenue  
Vineland, Cumberland County, New Jersey 08362

See **Exhibit 'B'** for the project site location map.

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

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

### **1. DPMC Representative:**

Name: Troylene Ladner, Project Design Manager  
Address: Division of Property Management & Construction  
20 West State Street, 3<sup>rd</sup> Floor  
Trenton, NJ 08608-1206  
Phone No: (609) 731-1904  
E-Mail: [Troylene.Ladner@treas.nj.gov](mailto:Troylene.Ladner@treas.nj.gov)

### **2. DHS Representative:**

Name: Christian Casteel, Senior Executive Service  
Address: Department of Human Services  
222 South Warren Street  
Trenton, NJ 08625  
Phone No: (609) 472-5622  
E-Mail: [Christian.Casteel@dhs.nj.gov](mailto:Christian.Casteel@dhs.nj.gov)

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## **VI. PROJECT DEFINITION**

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### **A. BACKGROUND**

The Vineland Developmental Center was founded in 1888, provides a comprehensive array of residential, habilitation, behavioral and health care services for women and men with intellectual and developmental disabilities. Vineland Developmental Center is 205 Bed Intermediate Care Facility with service to the surrounding community.

### **B. FUNCTIONAL DESCRIPTION**

Wolverton and Wycoff Cottages are one-story block steel frame connected buildings. The Department of Human Services (DHS) according to the Facility Guidelines Institute and New Jersey Administrative Code Regulations is seeking to remove and replace the existing flat and metal roofing systems, replace the roof top unit, and upgrade the HVAC pneumatic controls for (50) VAVs to a new BACnet DDC system in the Wolverton Cottage and upgrade (83) VAVs in Wycoff Cottage to a new BACnet DDC system and connect Wolverton's new BACnet DDC system to Wycoff's new system.

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## **VII. CONSULTANT DESIGN RESPONSIBILITIES**

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### **A. DESIGN REQUIREMENTS**

#### **1. HVAC Upgrades:**

The Consultant shall provide the design, specifications, bid/award and construction administration services to remove and replace the RTU on Wolverton Cottage and provide HVAC BAS upgrades in Wyckoff and Wolverton Cottages.

MEP sub-consultant should specify sequence of operations and BMS programming matrices either in their design or as part of a delegated design listed in the specs.

#### **2. Demolition:**

Identify on the drawings any walls, ceilings, electric conduit, light fixtures and switches, data and telecommunication outlets, electrical junction boxes, panels, brackets, hangers and other obstructions required to be removed and/or be relocated in order to facilitate new construction.

Special demolition and removal procedures shall be identified in the design documents for the HVAC units that are to be replaced. Special procedures and required hours for electric utility shutdown and/or switchover during the HVAC unit removal and replacement shall be described and included in the design documents. Special procedures shall include, but not be limited to dust control, infection control, special phasing, and provision of adequate HVAC to reduce risk to occupied spaces during demolition and cutover to new equipment.

Procedures for the security of materials and equipment in the building during construction shall be established and included in Division 1 of the specification.

#### **3. Structural Calculations:**

The Consultant shall provide design services to strengthen the roofing system as necessary to support the new HVAC equipment. One (1) set of signed and sealed structural calculations shall be provided to the DPMC Plan and Code Review Unit Manager indicating that the roof structural system is designed properly for the weight of the replacement HVAC units, curbing, supports, ductwork, etc.

The design drawings must indicate the size and dimensions of the new HVAC units and their related curbing, support fixtures, and structural components including the approved method of attachment to those components.



#### **4. New Equipment:**

Delivery dates of the HVAC equipment specified must be obtainable to meet the projected completion date of the project. Documents shall include a requirement for the Contractor to minimize the HVAC system downtime.

The Consultant shall ensure that a factory representative is onsite for the start-up of the new HVAC equipment.

The Consultant shall provide Riser Diagrams to indicate locations and method of tie-in of all new HVAC & utility system circuits to the existing utility and system circuits.

#### **5. Testing and Balancing:**

The Consultant shall, during the investigation phase of its work, use its discretion and experience to determine whether HVAC System Testing and Balancing is needed in order to properly assess the function of the existing HVAC Systems. Such HVAC System Testing and Balancing shall be performed by a qualified firm. It is not required that such firm be pre-qualified with DPMC, however a NJ Business Registration Certificate will be required.

As part of the design documents, the Consultant shall ensure that, following construction, the Contractor is required to hire a qualified HVAC Testing and Balancing firm, and such firm shall perform system tests to ensure that the HVAC system as installed performs as specified and designed. The design documents shall further require that the HVAC System Testing and Balancing firm shall produce a report setting forth its findings, adjustments, recommendations, and further that it shall certify that the HVAC system meets the design intent and will perform as specified and designed and that that all equipment, i.e., fans, controls, dampers, and devices requiring adjustments or regulation are properly installed, thoroughly cleaned, adjusted, or regulated for proper operation and free from objectionable noise and vibration. It is not required that such firm be pre-qualified with DPMC, however a NJ Business Registration Certificate will be required.

As part of Consultant's Construction Site Administration services it will oversee the Contractor's work and their hiring of a HVAC System Testing and Balancing firm. The Consultant shall further ensure that any testing and balancing is performed in accordance with the current Association Air Balancing Council Standards or other State approved associations. Any system tests shall be observed and approved by the DPMC Project Manager and Code Group and a copy of the certified report and certification referred to above is to be provided to the DPMC Project Manager. The systems shall be maintained by the maintenance personnel in accordance with the report data and operating manuals provided by the Contractor.

## **6. New Roof System:**

The Consultant shall provide the Design, Construction Administration, Permitting and Bid/Award services to replace the existing roofing system on the Wolverton building at the Vineland Developmental Center. See Exhibit 'B' for an overhead view of the building.

## **7. Roof System Removal:**

The existing roof system, insulation, flashings, and related trims shall be completely removed to the original decking and legally disposed. The removal of the existing roof system shall be coordinated with the installation of the new roof to prevent exposure to weather conditions and potential water infiltration into the building.

Design documents shall identify all requirements for safety devices, need for chutes and/or cranes for roof material removal, dumpster location, protection from exposure to the weather, protection of property and personnel, building access routes and circulation patterns, contractor use of the premises, parking, security procedures, equipment and materials storage, waste disposal, etc., see Exhibit 'D' for Contractor Rules.

To minimize disruption to unexcavated areas and enhance the protection of fragile underground utilities, ground mats are to be used if heavy equipment (cranes, tractor trailers, dumpsters etc...) are expected to travel over or operate from unpaved areas.

## **8. Staging Plan and Underground Utility:**

Consultant shall provide detailed plan showing location(s) of staging areas, indicating location(s) of existing fragile underground utilities and indicating where protection plate(s) shall be placed.

## **9. New Roofing System Criteria:**

Provide the design for a new roofing system, giving consideration to roof systems with short off-gassing durations or low VOC or low odor products to reduce the impact on clients with respiratory sensitivities.

The manufacturer of the roofing system shall have no less than five (5) years successful experience in producing the materials required for this project. Membrane, flashing, adhesive and all materials shall be the single product of a standard manufacturer. New roofing materials, with less than 5 years of successful application in the field, will not be accepted for this project.

The roofing system shall be in accordance with the latest adopted version ASHRAE energy standards.

The roofing system shall be in compliance with the "Factory Mutual Research Corp" (FMRC) standards and must meet all requirements of Factory Mutual I-90 classification for wind uplift.

The Contractor shall supply only a U.L. Class "A" fire rated roofing system.

If the roofing system and/or related components are not a replacement in kind, then the Consultant shall submit a signed and sealed letter or calculations to the DPMC Design and Code Review Unit Manager verifying that the existing roof structure can support all loads of the new roofing system and components per current code requirements or the consultant may submit calculations of the new load as compared to the existing (old) load in order to prove the structure is sufficient.

The design documents shall address the roof manufacturer's installation criteria, occupancy of the building, access to the building roof and security issues, approved storage methods of the roofing materials, etc.

#### **10. Caulking & Joint Sealants:**

All appropriate roof deck joint sealants shall be removed and replaced with high performance sealant as part of the roof system. The consultant shall specify low VOC sealants wherever possible. The design shall include the cleaning, priming, and installation of new sealants with new backer rods and bond breakers.

Examine and measure all exterior joints and calculate the required joint width(s). Design for widening joints as required.

Observe the installation of the sealant joints, performing pull tests for cohesion and adhesion on a random sampling of each joint type.

Specify that the sealant manufacturer must provide a warranty for a minimum of twenty (20) years for any repairs to maintain joints in a leak free condition and at no cost to the State.

#### **11. Insulation:**

The Consultant shall recommend new high-density rigid insulation boards that comply with current energy code requirements. Ensure the roofing system manufacturer approves the method of fastening the insulation board through the medium to the roof deck system.

Flat roofs shall be avoided by using tapered insulation or another method to promote positive drainage to the roof drains. Incorporate a roof design that shall slope a minimum of ¼" per foot (½" per foot preferred).

DPMC does not permit Urethane material insulation due to a history of gas release and bubbling under the roofing ply layer(s).

## **12. Flashing:**

All rooftop HVAC curbing, skylights, parapet walls, pipe supports, pipe vents, roof hatch, and other roof penetrations must have new flashing installed as part of this project.

All pipe flashings are to be pre-molded and provided with stainless steel pipe clamps at each penetration.

## **13. Parapet Walls & Coping:**

All of the coping is to be replaced. Provide a design to replace any damaged coping and parapet walls as part of this project including design details to seal the coping joints.

Address any required increase to the height of the existing parapet walls based on the tapered insulation thickness selected for energy requirements and to obtain the proper slope to the roof drains.

## **14. Removals:**

Remove all unused antennas, conduit, piping, structural steel support systems, curbing, etc. as part of this project. Details shall be included on the drawings that indicate the methods to seal all roof penetrations and cap all piping below the new roofline.

## **15. Skylights:**

The Consultant shall provide for the removal and replacement of skylight glazing with plastic or laminated glass or other material that does not shatter. This should allow for the removal of the underside screen and allow for access to the fusible link for testing. Provide for roof side fall protection. Provide for the replacement of the skylights themselves if necessary, and any existing skylights that are used for smoke release, shall be replaced with a similar skylight with fusible links for testing

## **16. Walkways:**

Provide new walkway pads from access points to and around all roof-mounted equipment requiring periodic servicing and any other trafficking areas. Specify new pads, detail their installation, and indicate their location on the plans.

## **17. Roof Drains:**

Roof drains shall be tested by the A/E prior to and after the installation of the new roof by the contractor to determine functionality. The Consultants shall test roof drains using a 3/4" hose flowing for 30 minutes. The contractor shall perform the same test prior to starting roof removal

and upon completion. Clogged roof drains shall be cleared. All drains shall be removed and reset or repositioned so that the drain is below the roof membrane surface. Provide for the interior cleaning, repair, replacement and additional drains as required and ensure that drainage water will be carried away from the building foundations, footings, lanes, sidewalks and driveways. Investigate the abandonment of leaking interior drain lines and/or replace as necessary. Install new interior lines where access is impossible for repairs and/or replacement. New drains can be tied into existing drain piping to avoid disturbing interior finishes.

#### **18. Night Seals:**

Specify in the design documents that only as much roofing insulation, membrane, and flashing as can be made weather tight shall be demolished and installed each day. Install temporary water tight night seals around all exposed edges of the roofing assembly at the end of each work day and when work must be postponed due to inclement weather. No application of tarps will be acceptable as a temporary seal of an open roof area day or night.

#### **19. Fire Protection Program:**

Address fire protection requirements during the demolition and installation of the roofing system. Language shall be included that states open flames such as propane torches, kettles, flame cutting, and welding cannot be used on the construction site until a fire watch program has been submitted by the Contractor and approved by the Consultant and Project Team members. The facility safety officer and fire protection personnel are notified of the work to be done through this process. The facility will not perform a fire watch.

If hot work is needed, the Contractor is required to obtain and conform to the requirements of a hot work permit.

The Contractor must contact the New Jersey Division of Fire Safety (DFS) to obtain a hot work permit for the duration of this Project as required by N.J.A.C. 5:70-2.7.

The Contractor shall submit a copy of the DFS Hot Work Permit for the building prior to commencing the hot work. The Contractor will also need to obtain a daily hot work permit from the Facility, as required by the currently adopted version of the International Fire Code, New Jersey Edition, Chapter 29 and by the State's Insurance Carrier. There is no fee for this Permit.

#### **20. Allowable Roof System Installation:**

The design documents shall specify the weather and temperature installation restrictions based on the roof system manufacturer's recommendations.

## **21. Unit Prices:**

If the total amount or quantity of repair work cannot be determined for a roof related item by the roof inspection process, then the Consultant shall include a "Unit Price" Section in Division 1 of the specification for that item. Items may include the replacement of deteriorated concrete or metal decking, plywood sheathing, wood blocking or curbing, vapor barriers, interior roof drains, etc.

## **22. Warranty:**

The roofing manufacturer's warranty shall be for a minimum period of twenty (20) years.

## **B. ROOF MONITOR**

The Consultant shall have in-house capabilities or a Sub-Consultant pre-qualified with DPMC in the P028 Roofing Inspection Specialty Discipline. The costs for the services provided by the roof monitor shall be included in their fee proposal line item entitled "**Roof Monitor Allowance**", refer to paragraph X.B. A cost breakdown sheet shall accompany the fee proposal that identifies all costs associated with the Roof Monitoring services to be provided.

The Consultant shall provide a full time roof monitor during the installation of the roof systems on the buildings. The responsibilities of the roof monitor shall include, but not be limited to the following items:

### **1. Roof Monitor Inspections:**

The Roof Monitor must continuously inspect and monitor the Contractor's work on site and file a daily DPMC 605 Roofing Inspector's Check List Form to ensure compliance with the contract documents. Photographs shall be included for reference. The report shall include weather conditions, number of workers, and the amount of roof removed and installed together with comments on each phase of work. Comments shall provide descriptions and information on project mobilization, material delivery, removal of existing roof system, preparation of the existing deck, installation of the new underlayment and/or insulation, sealant and adhesive applications, flashing, etc.

### **2. Inclement Weather:**

The Consultant, in conjunction with the Roof Monitor, shall anticipate time losses due to seasonal inclement weather conditions such as rain, wind and low ambient temperatures and include these hours in the base bid of the fee proposal.

On the first day of inclement weather, the Roof Monitor will be entitled to four hours to visit the site and inspect the roofing system for potential roof leaks or damage. Additional time spent on the site during inclement weather will not be reimbursed unless directed by the Project Manager.

**3. Unsatisfactory Work:**

If the Roof Monitor determines that the roof Contractor is installing the roofing system improperly, he shall notify the Contractor to stop all work until the Consultant is notified and inspects the work for design conformity. If appropriate, provisions shall be made to seal the roof work area until the Consultant arrives and the installation issues are resolved.

If the Consultant determines that the installation does not meet the intentions of the design or indicates poor workmanship, he shall notify the Project Manager that he recommends the questionable roofing installation be removed and replaced properly. The Project Manager shall then notify the Contractor verbally to take the recommended action and shall follow up with a written directive indicating the time and date the Contractor was notified.

**4. Meetings:**

The Consultant and Roof Monitor shall both attend the pre-construction conference and all periodic job progress meetings during the construction phase of the project.

**C. EMERGENCY REPAIRS**

The Consultant must include information in the contract documents that will address the Contractor's responsibility for repairs to the roofing system during the construction phase of the project. The information shall include, but not be limited to the following:

Stipulate in the contract documents that the Contractor shall perform all inspections and emergency repairs to all defects or leaks in the roofing system during construction within twenty four (24) hours of receipt of notice from the owner. Repairs shall include all labor, roofing materials, flashing, etc. When weather permits, all temporary repairs shall be redone and the roof restored to the standard of the original installation.

**D. CONTRACTOR CERTIFICATION**

The Consultant shall state in the design documents that the DPMC Contractor Classification Group must have certification in writing from the roofing system manufacturer that the Roofing Contractor is a licensed or approved installer of the roofing system selected for the project. The certification can be delivered post bid but must be delivered prior to contract award.

## **E. HAZARDOUS BUILDING MATERIALS**

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

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

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 X.E.

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 X.E.

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 X.E.

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.E "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.



## **F. SITE REQUIREMENTS**

### **1. Contractor Use of the Premises:**

Work with the Project Team to determine any security and policy requirements that must be followed during all work conducted at the facility and include this information in Division 1 of the specification.

Develop procedures for personnel to access the project site and construction areas, and provide the names and phone numbers of approved escorts when needed, see **Exhibit 'E'**, Contractor Rules.

### **2. Dumpster:**

The location and security requirements of the dumpster shall be identified on the site plan in an area approved by the Client Agency, and the frequency of debris removal shall be identified in the design specification.

### **3. Special Sequencing:**

The contract documents must incorporate special sequencing of the work, if necessary, to be coordinated with the Project Team in order to provide for any functional requirement of the facility. Items shall include, but not be limited to: safety/security requirements, pedestrian and vehicle traffic flow, weather and/or seasonal concerns, and shut down of any physical plant functions or services.

### **4. Site Restoration:**

Include in the contract documents that the site must be restored to pre-construction conditions after construction has been completed and approved.

## **G. SPECIAL CONSIDERATIONS**

### **1. Hours of Work:**

No work is permitted on weekends or State holidays. The facility allows for work to be performed between 7 AM and 4:30 PM.

Identify the approved construction work hours for this project in Division 1 of the specification. Additional construction hours during the day or weekends will be allowed if the Contractor obtains prior approval from the DPMC Project Manager in Consultation with the Project Team members. If additional hours of work are allowed, it will be at no added cost to the contract. The

contractor will be responsible for additional roof monitoring costs. The building will be occupied during construction.

Note that expanded hours of work by the Contractor must be attended by the Roof Monitor and the cost for the Roof Monitor's time must be paid for by the Contractor if he is required to be paid at an overtime rate. The contractor must pay the difference between the regular rate and the overtime rate. If the monitor works at a regular rate, no additional expense shall be charged to the contractor, unless all roof monitor hours included in the project have been expended.

## **2. Material Staging:**

The Project Team shall approve the construction material staging area and the location shall be shown on the project site plan.

## **3. Material Protection:**

All stored roofing felts, insulation boards, and/or other roofing components shall be protected from the elements and moisture with weighted plastic sheet covers or other approved materials.

## **4. Material Safety Data Sheets (MSDS):**

Specify in the contract documents that the Contractor shall provide material safety data sheets on site for all roofing materials used such as: sealants, bonding adhesives, solvents, bitumen, etc. as part of the product submittal. The MSDS will be distributed by the A/E to the project team and in particular, to the facility's safety officer prior to the start of any work.

## **5. Fire Extinguishers:**

Design documents shall require the Contractor to make provisions for stand-by portable fire extinguishers of proper size and type. They shall be located on the roof and/or near any source of open flame or spark and all contractor employees shall be trained in their proper use.

## **6. Fencing:**

All security fencing that is required around the construction site or elements of the site such as storage trailers, construction materials, buildings, equipment, etc. shall be identified on the design drawings where appropriate. Fencing must be construction type chain link, minimum of 8' high, on platforms at the joints, joints must be secure and the opening must be padlocked and 6 sets of keys need to be provided to the facility.

## **7. Existing Equipment Removal & Replacement:**

Identify on the design drawings any existing equipment and materials that must be removed in order to install any component of the new roofing system such as: lights, security cameras, lightning protection systems, antennas, piping, conduit, dishes, etc. and include details indicating the approved methods of reattachment. All removed equipment shall be reinstalled in the same configuration prior to removal.

## **8. HVAC Unit, Roof Ventilators, Intake Fans:**

The facility is required under ASHRAE 170 to meet a minimum number of air exchanges per hour. The consultant will evaluate as part of their field investigation what methods can be employed to limit odors and fumes coming into the building's air intakes. This may include, but would not be limited to, any of the following: temporary shutdown of AHU's and delivery of fresh air through other mechanisms, construction of temporary partitions with air scrubbers around intakes, air monitoring during construction. The consultant shall submit MSDS cut sheets for basis of design roofing system during design so that the project team may evaluate which compounds specifically need to be monitored and controlled.

## **9. Debris Safety:**

Measures shall be taken to protect staff and residents from any material or debris that might fall off from the roof onto roadways or sidewalks.

# **H. 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.

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

## **2. Design Presentations:**

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

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

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

One (1) working meeting halfway through phase.

One (1) oral presentation at phase completion.

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

One (1) working meeting halfway through phase.

One (1) oral presentation at phase completion.

## **I. 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.

- (Wolverton Cottage and Wyckoff Cottage BAS Upgrade- Automated Logic Building Automation System Proposal, 03-16-2018, and by Radius Systems)
- (M1479-00: Roof Replacement Wyckoff Cottage VDC, 05/15/2019, and Lammey & Giorgio)

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

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

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## **VIII. PERMITS & APPROVALS**

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### **A. NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND 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/codereg/>

#### **1. NJ Uniform Construction Code (NJUCC) Plan Review**

Consultant shall determine the cost of the NJUCC Plan Review by DCA and provide this information to DHS. DHS will pay the NJUCC Plan Review Fee.

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

As of July 25, 2022, the Department of Community Affairs (DCA) is only accepting digital signatures and seals issued from a third party certificate authority.

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

[https://www.state.nj.us/dca/divisions/codes/forms/pdf\\_bcpr/pr\\_app\\_guide.pdf](https://www.state.nj.us/dca/divisions/codes/forms/pdf_bcpr/pr_app_guide.pdf)

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

Trevor M. Dittmar, DPMC  
PO Box 235  
Trenton, NJ 08625-0235  
[Trevor.Dittmar@treas.nj.gov](mailto:Trevor.Dittmar@treas.nj.gov) 609-984-5529

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

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

[http://www.state.nj.us/dca/divisions/codes/forms/pdf\\_bcpr/pr\\_fees.pdf](http://www.state.nj.us/dca/divisions/codes/forms/pdf_bcpr/pr_fees.pdf)

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## **2. NJ Uniform Construction Code Permit**

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

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

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

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

## **3. Prior Approval Certification Letters:**

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

In addition to the general certification letter discussed above, the following specific prior approval certification letters, where applicable, shall be submitted by the Consultant to the DPMC Plan & Code Review Unit Manager: Soil Erosion & Sediment Control, Water & Sewer Treatment Works Approval, Coastal Areas Facilities Review, Compliance of Underground Storage Tank Systems with N.J.A.C. 7:14B, Pinelands Commission, Highlands Council, Well Construction and Maintenance; Sealing of Abandoned Wells with N.J.A.C. 7:9D, Certification that all utilities have been disconnected from structures to be demolished, Board of Health Approval for Potable Water Wells, Health Department Approval for Septic Systems. It shall be noted that in accordance with N.J.A.C. 5:23-2.15(a)5, a permit cannot be issued until the letter(s) of certification is received.

## **4. Multi-building or Multi-site Permits:**

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

## **5. Special Inspections:**

In accordance with the requirements of the New Jersey Uniform Construction Code N.J.A.C. 5:23-2.20(b), Bulletin 03-5 and Chapter 17 of the International Building Code, the Consultant

shall be responsible for the coordination of all special inspections during the construction phase of the project.

Bulletin 03-5 can be found at:

[http://www.state.nj.us/dca/divisions/codes/publications/pdf\\_bulletins/b\\_03\\_5.pdf](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", Paragraph "**9. REGULATORY AGENCY APPROVALS**" which presents a compendium of State permits, certificates, and approvals that may be required for this project.

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

Where reference to an established industry standard is made, it shall be understood to mean the most recent edition of the standard unless otherwise noted. If an industry standard is found to be

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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.

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## **IX. ENERGY REBATE AND INCENTIVE PROGRAMS**

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The Consultant shall review any and all programs on the State and Federal level to determine if any proposed upgrades to the mechanical and/or electrical equipment and systems for this project qualify for approved rebates and incentives.

The Consultant shall review the programs available on the “New Jersey’s Clean Energy Program” website at: <http://www.njcleanenergy.com> as well as federal websites and New Jersey electric and gas utility websites to determine if and how they can be applied to this project.

The Consultant shall identify all applicable rebates and incentives in their technical proposal and throughout the design phase.

The Consultant shall be responsible to complete the appropriate registration forms and applications, provide any applicable worksheets, manufacturer’s specification sheets, calculations, attend meetings, and participate in all activities with designated representatives of the programs and utility companies to obtain the entitled financial incentives and rebates for this project.

All costs associated with this work shall be estimated by the Consultant and the amount included in the base bid of its fee proposal.

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## **X. ALLOWANCES**

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### **A. PLAN REVIEW AND PERMIT FEE ALLOWANCE**

The Consultant shall obtain and pay for all of the project permits in accordance with the guidelines identified below. This allowance is only for plan review or permits that the consultants foresee in addition to or beyond UCC/DCA plan review and permitting.

#### **1. Permits:**

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

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## **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 DCA plan review fee) and include that amount in its fee proposal line item entitled **"Plan Review and Permit Fee Allowance"**. A breakdown of each permit and application fee shall be attached to the fee proposal for reference.

**NOTE:** The NJ Uniform Construction Code permit and DCA Plan Review are excluded since it will be paid for by the State.

## **3. Applications:**

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

## **4. Consultant Fee:**

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

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

### **E. ROOF MONITOR ALLOWANCE**

The Consultant shall provide a full time roof monitor pre-qualified with DPMC in the P028 Roofing Inspection Specialty Discipline during the installation of the roof system on the building. See section VII, paragraph B of this Scope of Work for a description of services to be provided by a roof monitor.

The costs for the services provided by the roof monitor shall be included in the **"Roof Monitor Allowance"** of their fee proposal. A cost breakdown sheet shall accompany the fee proposal that identifies all costs associated with the Roof Monitoring services to be provided.

Any funds remaining in the Allowance shall be returned to the State at the end of the project.

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## XI. SOW SIGNATURE APPROVAL SHEET

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

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

SOW PREPARED BY: Cecile Guirguis 04-07-2025  
CECILE GUIRGUIS, PROJECT MANAGER DATE  
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 4/7/2025  
JAMES WRIGHT, MANAGER DATE  
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Christian Casteel 04/07/2025  
CHRISTIAN CASTEEL, DIRECTOR DATE  
DEPARTMENT OF HUMAN SERVICES

SOW APPROVED BY: Troylene Ladner 04-11-2025  
TROYLENE LADNER, PROJECT MANAGER DATE  
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Jeanette M. Barnard 5.6.25  
JEANETTE M. BARNARD, DEPUTY DIRECTOR DATE  
CONTRACTS ADMINISTRATION

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## **XII. CONTRACT DELIVERABLES**

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

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

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

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

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## **XIII. EXHIBITS**

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- A. **SAMPLE PROJECT SCHEDULE FORMAT**
- B. **PROJECT SITE LOCATION MAP**
- C. **PHOTOS**
- D. **VINELAND DEVELOPMENTAL CENTER REGULATIONS**

**END OF SCOPE OF WORK**

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

[illegible]

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

Date \_\_\_\_\_

### Deliverables Checklist Design Development Phase

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

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

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

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

\_\_\_\_\_  
Date

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

[illegible]

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

**Consultant Signature**

Date \_\_\_\_\_

[illegible]

Date \_\_\_\_\_



[illegible]

Date \_\_\_\_\_

[illegible]

Date \_\_\_\_\_

[illegible]

Date \_\_\_\_\_

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	Report	Weeks
<b>&lt;PROJ&gt;</b>			
<b>Design</b>			
CV2001	Schedule/Conduct Pre-Design/Project Kick-Off Mtg.	CM	
CV2002	Prepare Program Phase Submittal	AE	
CV2003	Distribute Program Submittal for Review	CM	
CV2004	Prepare & Submit Project Cost Analysis (DPMC-38)	CM	
CV2005	Review & Approve Program Submittal	CA	
CV2006	Review & Approve Program Submittal	PR	
CV2007	Review & Approve Program Submittal	CM	
CV2008	Consolidate & Return Program Submittal Comments	CM	
CV2009	Prepare Schematic Phase Submittal	AE	
CV2010	Distribute Schematic Submittal for Review	CM	
CV2011	Prepare & Submit Project Cost Analysis (DPMC-38)	CM	
CV2012	Review & Approve Schematic Submittal	CA	
CV2013	Review & Approve Schematic Submittal	PR	
CV2014	Review & Approve Schematic Submittal	CM	
CV2015	Consolidate & Return Schematic Submittal Comment	CM	
CV2016	Prepare Design Development Phase Submittal	AE	
CV2017	Distribute D. D. Submittal for Review	CM	
CV2018	Prepare & Submit Project Cost Analysis (DPMC-38)	CM	
CV2019	Review & Approve Design Development Submittal	CA	
CV2020	Review & Approve Design Development Submittal	PR	
CV2021	Review & Approve Design Development Submittal	CM	
CV2022	Consolidate & Return D.D. Submittal Comments	CM	
CV2023	Prepare Final Design Phase Submittal	AE	
CV2024	Distribute Final Design Submittal for Review	CM	
CV2025	Review & Approve Final Design Submittal	CA	
CV2026	Review & Approve Final Design Submittal	PR	
CV2027	Review Final Design Submittal for Constructability	OCS	

NOTE:

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

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Bureau of Design & Construction Services

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EXHIBIT 'A'

Activity ID	Description	Resp	Weeks
CV005	Review & Approve Final Design Submittal	CM	
CV006	Consolidate & Return Final Design Comments	CM	
CV007	Prepare & Submit Permit Application Documents	AE	
CV008	Prepare & Submit Bidding Cost Analysis (DPAC-38)	CM	
<b>Plan Review-Permit Acquisition</b>			
CV001	Review Constr. Documents & Secure UOC Permit	PR	
CV002	Provide Funding for Construction Contracts	CA	
CV003	Secure Bid Clearance	CM	
<b>Advertise-Bid-Award</b>			
CV004	Advertise Project & Bid Construction Contracts	CP	
CV005	Open Construction Bids	CP	
CV006	Evaluate Bids & Prep. Recommendation for Award	CM	
CV007	Evaluate Bids & Prep. Recommendation for Award	AE	
CV008	Complete Recommendation for Award	CP	
CV009	Award Construction Contracts/Issue NTP	CP	
<b>Construction</b>			
CV010	Project Construction Start/Issue NTP	CM	
CV011	Contract Start/Contract Work (25%) Complete	CON	
CV012	Preconstruction Meeting	CM	
CV013	Begin Preconstruction Submittals	CON	
CV014	Longest Lead Procurement Item Ordered	CON	
CV015	Lead Time for Longest Lead Procurement Item	CON	
CV016	Prepare & Submit Shop Drawings	CON	
CV017	Complete Construction Submittals	CON	
CV018	Roughing Work Start	CON	
CV019	Perform Roughing Work	CON	
CV020	Contract Work (50%+) Complete	CON	
CV021	Longest Lead Procurement Item Delivered	CON	
CV022	Contract Work (75%) Complete	CON	

DBCA - TEST

Sheet 2 of 3

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

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Bureau of Design &amp; Construction Services

**EXHIBIT 'A'**



Activity ID	Description	Phase	Weeks
CVE014	Roughing Work Complete	CON	
CVE021	Interior Finishes Start	CON	
CVE022	Install Interior Finishes	CON	
CVE030	Contract Work to Substantial Completion	CON	
CVE031	Substantial Completion Declared	CM	
CVE073	Complete Deferred Punch List/Seasonal Activities	CON	
CVE079	Project Construction Complete	CM	
CVE080	Close Out Construction Contracts	CM	
CVE088	Construction Contracts Complete	CM	
CVE090	Close Out A/E Contract	CM	
CVE092	Project Completion Declared	CM	

NOTE:

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

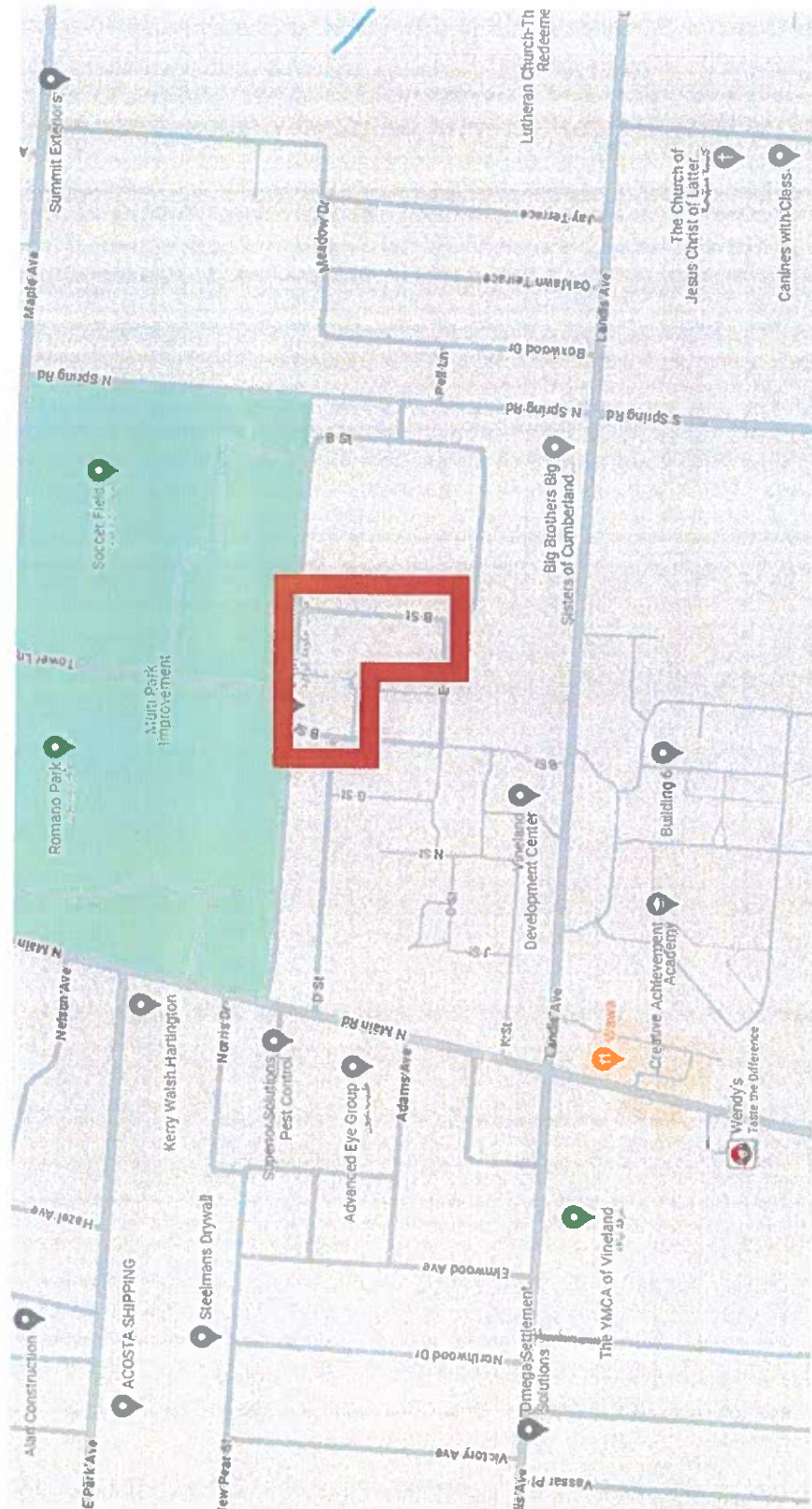
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DBCA - TEST

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EXHIBIT 'A'



**EXHIBIT 'B'**

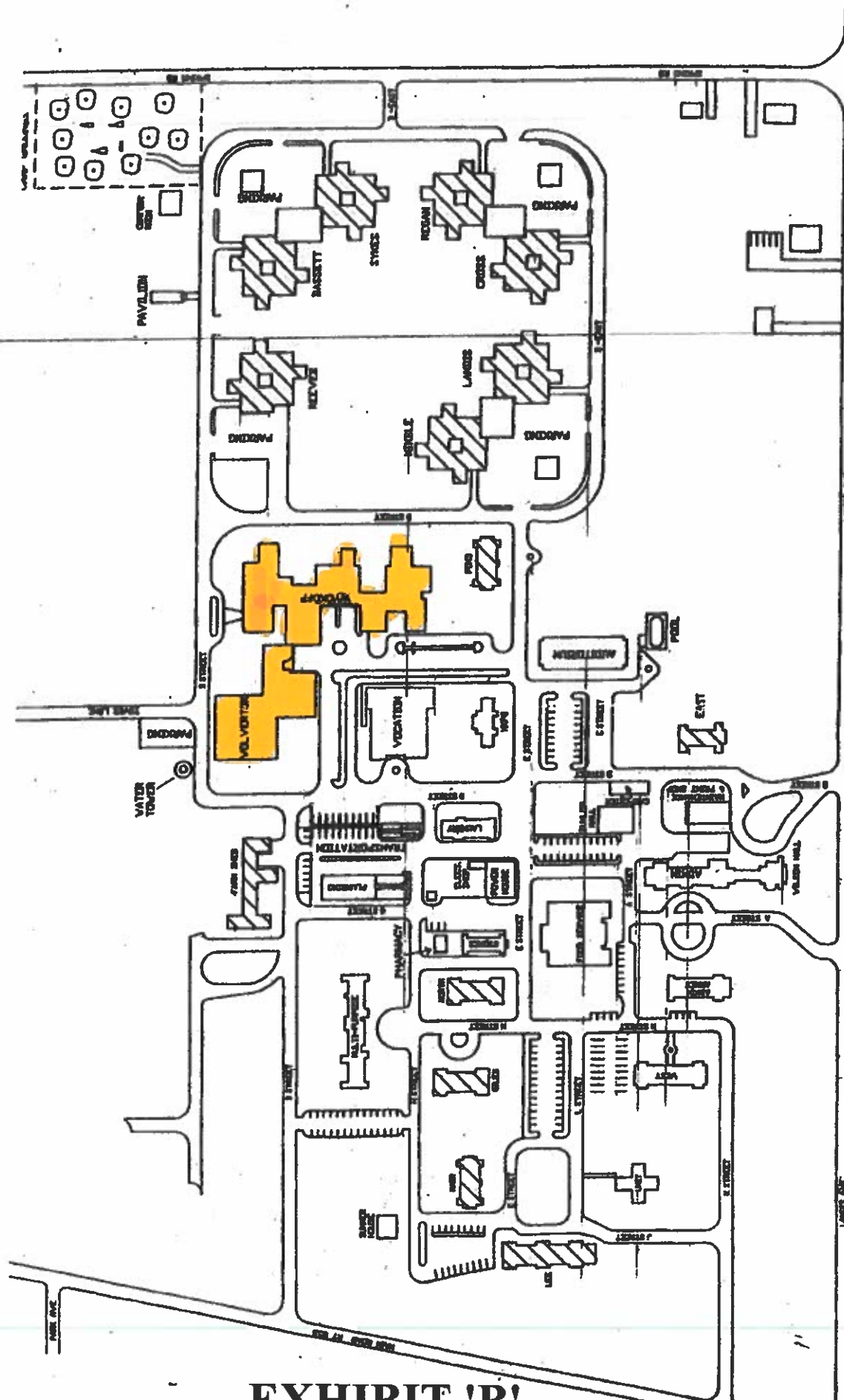




**EXHIBIT 'B'**

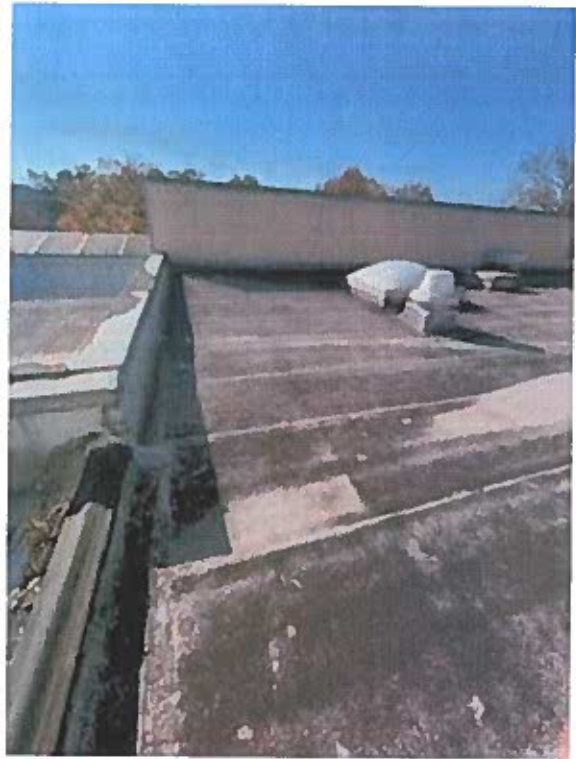






# EXHIBIT 'B'





**Wolverton Flat Roof**



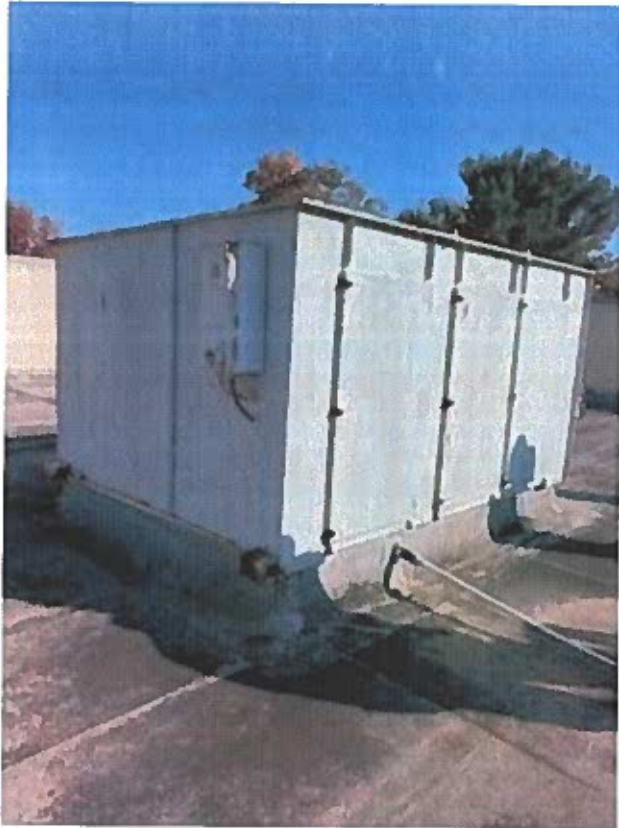


# **Wolverton Metal Roof**



**EXHIBIT 'C'**





**Wolverton  
Roof Top  
Unit**



**Wycoff BACnet DDC System Panel**

**EXHIBIT 'C'**



**One of (83)  
VAV Boxes  
At Wycoff**



**Pneumatic control  
At Wolverton**

## **Vineland Developmental Center**

### **Regulations Governing Contractors and Their Employees**

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

1. No workman is to fraternize with our clients. Any difficulties encountered are to be reported directly to the Facility Engineer.
2. Do not give or take any item to or from the clients.
3. Lock all cars and trucks and demobilize all equipment when left 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 the express permission of the Facility Engineer.
6. All tools and equipment must be secured before leaving at the end of the day. Should equipment such as scaffolding and ladders be required to remain up overnight, the contractor will obtain prior permission of the facility engineer.
7. Warning lights must be displayed at all dangerous area overnight.
8. No firearms, hunting knives, ammunition or other articles of this kind are to be brought on facility grounds.
9. No alcoholic beverages are permitted on facility grounds.
10. Institutional fire regulations shall be strictly adhered to. Questions are to be directed to the Facility Engineer.
11. The 15 M.P.H. speed limit will be strictly adhered to.
12. Personal items and supplies must be stored or kept in a central location designated for your use.
13. All excavation will be protected as directed by the Facility Engineer 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 the Engineer's Office when arriving on grounds during normal business hours.



16. No littering is permitted. Please help to keep the institution clean. Our clients are curious and may ingest what you discard.
  17. There will be no materials, supplies or equipment shipped to the site without the express permission of the Facility Engineer. It is the sole responsibility of the contractor to have someone on site to receive any item shipped for work to be performed. The facility cannot be held liable for loss of material or receipt of items.
  18. The use of telephones is strictly prohibited. The contractor must supply their own means of communication, or use available payphones.
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The administration will regretfully take action against anyone violating these regulations. Thank you for your cooperation to keep our residents safe.

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Contractor                      Date

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Bruce D. Mondgock, Engineer  
In Charge of Maintenance