

# **SCOPE OF WORK**

## **Fire Protection Upgrades**

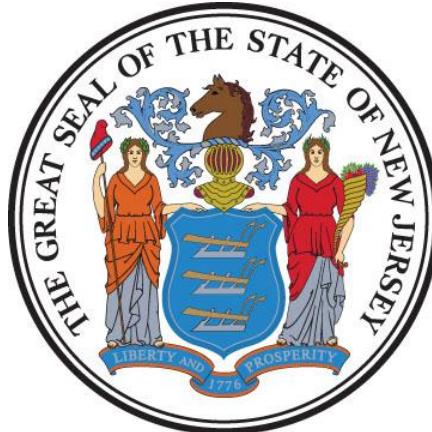
**Greystone Park Psychiatric Hospital  
Morris Plains, Morris County, NJ**

**Project No. M1635-00**

**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: October 01, 2025**

PROJECT NAME: Fire Protection Upgrades  
PROJECT LOCATION: Greystone Park Psychiatric Hospital  
PROJECT NO: M1635-00  
DATE: October 01, 2025

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## **I. OBJECTIVE**

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The objectives of this project at Greystone Park Psychiatric Hospital are to:

- 1- Convert the fire suppression system from a pre-activation or standard wet system to a pre-activation clean agent system in normal and emergency electrical switchgear rooms, main IT room, and surveillance IT room.
- 2- Add a fire detection system at wastewater plant (currently no detection)
- 3- Replace the fire detection system at grounds complex with addressable system.

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

## **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):

- **P010 Fire Protection Engineering**

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

## **III. PROJECT BUDGET**

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

The initial Construction Cost Estimate (CCE) for this project is \$719,053.79

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

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

The Current Working Estimate (CWE) for this project is \$1,114,533

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. Investigation Phase</b>	<b>42</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Comment</i>	21
<b>3. Design Development Phase</b>	<b>42</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Comment</i>	14
<b>4. Final Design Phase</b>	<b>42</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Approval</i>	14
<b>5. Final Design Re-Submission to Address Comments</b>	<b>7(See Note)</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Approval</i>	14

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

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

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

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

Greystone Park Psychiatric Hospital  
59 Koch Avenue  
Morris Plains, NJ 07950-4400

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

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

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

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

Name: Troylene Ladner, Design Project Manager  
Address: Division 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

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

Name: Christian Casteel, Director  
Address: Department of Human Services  
222 South Warren Street  
Trenton, New Jersey 08625-0700  
Phone No: 609-475-5622  
E-Mail: Christian.Casteel@dhs.nj.gov

Name: Ripenrai Nagar, Project Manager  
Address: Department of Human Services  
222 South Warren Street, PO Box 700  
Trenton, New Jersey 08625-0700  
Phone No: Cell: (609) 940-2023  
E-Mail: Ripenrai.Nagar@dhs.nj.gov

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## **VI. PROJECT DEFINITION**

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### **A. BACKGROUND**

Greystone provides inpatients psychiatric services to patients throughout Northern New Jersey. First opened in 1876, the modern facility opened in 2008. Most of the original buildings were demolished over the years. The main Kirkbride building was demolished in 2015.

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## **B. FUNCTIONAL DESCRIPTION**

### **1. Building Description**

The Greystone Park Psychiatric Hospital is a 3-story block and steel building and is approximately 440,073 sq. ft. The central area of the hospital is 2-stories with an auditorium, beauty/barber shop, clinics, dentist office on the first floor and administration offices on the second floor. There are three (3) patient wings A/B, D/E, and F/G. Each of the patient wings are 3-stories and house twelve (12) double bedrooms with private bathrooms, separate shower rooms, day rooms, dining room, classrooms, treatment rooms, patient storage and laundry facilities.

Part of the project will take place in the hospital: the electrical switchgear rooms in the basement level, main IT room, and surveillance IT room on the second floor.

### **2. Building List**

The following is a list of buildings that will be part of the fire alarm upgrade. Note that the Building I.D. represents the number assigned to the building in the State's Land & Building Asset Management System (LBAM) and not the building number onsite.

<u>Bldg. ID</u>	<u>Building Name</u>
3222	Greystone Park Psychiatric – Grounds Office
3243	Treatment Plant Office/Pump House
3258	Greystone Park Psychiatric – Equipment Storage
3259	Greystone Park Psychiatric – Green House Garages
3277	Greystone Park Psychiatric – Garages #1
3278	Greystone Park Psychiatric – Garages #2
3279	Greystone Park Psychiatric – Garages #3
3280	Greystone Park Psychiatric – Garages #4
3281	Greystone Park Psychiatric – Garages #5
7080	New Hospital at Greystone Park
7893	Horticulture/Greenhouse Utility

## **VII. CONSULTANT DESIGN RESPONSIBILITIES**

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### **A. INVESTIGATION PHASE**

#### **1. Fire Protection System Investigation**

Investigate the existing fire suppression systems in the Greystone Park Psychiatric Hospital building to identify the need for new fire alarm panels or if existing panels will have adequate capacity and zones for the new fire suppression system components conversion.

Items to investigate shall include, but not be limited to, the fire suppression dry system, fire alarm panel, fire alarm system devices and operation, wiring, ceiling impact and cost estimates.

#### **2. Fire Alarm System Investigation**

The Consultant shall conduct a survey of the existing facility fire alarms system at the grounds complex to identify requirements for a new addressable system.

The Consultant shall investigate the wastewater plant to determine requirements for the addition of a fire detection system.

#### **2. Investigation Report and Presentation**

Provide three (3) bound copies of the Investigation Report to the Project Manager. The document shall be presented in an 8 ½" x 11" bound booklet that contains a Table of Contents describing all of the information contained in the document and an Executive Summary with a list of recommendations.

An oral presentation shall be made to the Project Team describing the findings of the investigation conducted and the recommendations for upgrade or replacement. The Consultant may not proceed with the design phase of the project until the Project Team has reviewed the report and approved the recommendations made for this project.

All supporting documentation such as calculations, photographs, drawings, catalog cuts, correspondence, meeting minutes, and any other data obtained shall be included in the report appendix for reference.

All cost data shall be in sufficient detail for each related division of the latest CSI format and shall also be summarized on the DPMC 38 Cost Analysis form(s).

## **B. FIRE SUPPRESSION CONVERSION AND NEW FIRE ALARMS**

### **1. Existing Conditions**

Survey the interior of GPPH and show all existing spaces (electrical switchgear rooms, main IT room, and surveillance IT room), ceiling construction, location of walls and partitions, and the occupancy of each room on the drawings. Survey the ground complex buildings and the waste water plant as well.

Provide a design to relocate any existing equipment necessary to install the new fire alarm system such as conduit, piping, ductwork, suspended ceiling system components, panels, light fixtures, mechanical equipment, etc.

### **2. Design Documents**

A fully engineered and code approved design of the new fire detection system shall be provided by the Consultant. The system layout shall be shown on the interior floor plan of the building and coordinated with the ceilings, lighting, HVAC ductwork and diffusers, wiring conduit, and other obstructions. Identify the location of all walls, partitions, concealed spaces, and closets. The design shall be in accordance with NFPA 13 (2019), NFPA 72 (2019) and the International Building Code (IBC) New Jersey 2021. The Consultant shall provide the design in accordance to NFPA 101 and NFPA 99 standards for a Healthcare Facility.

The Consultant should submit all required fire alarm calculations and drawings including wiring riser diagrams, candela ratings of devices, battery calculations and any other information required by section 907.1.2 of the 2021 NJ IBC on a basis of design. The Consultant should also submit any information required by chapter 27 of NFPA 13 including hydraulic calculations, pipe sizing, head types, etc. on a basis of design.

Provide fire protection for all material storage areas and identify the storage commodity description and classification, storage area height, and storage arrangement.

Design documents and specifications shall indicate the type of system and the name of the desired manufacturer and two alternate manufacturers of each type of equipment proposed.

### **3. Alarms/Monitoring/Control**

As applicable, all new and existing addressable alarm initiating, supervisory and status monitored devices shall be integrated into the new or existing fire alarm panel in the main hospital. The new grounds complex and wastewater plant fire alarms systems shall report to the fire alarm in the main hospital.

#### **4. Main Hospital Fire Alarm Panel Upgrade Allowance**

It is not certain if the fire alarm panel in the main hospital will require replacement. Depending upon recommendations in the Investigation Phase, if necessary, upgrade or replace the existing fire alarm panel, annunciator panel(s) and any other related components of the fire detection system based on capacity, compatibility with the new fire suppression system, age, and condition. The Consultant shall estimate the potential costs for the design and construction administration services necessary to upgrade the existing fire alarm panel in the main hospital and include that amount in their fee proposal line item entitled **“Main Hospital Fire Alarm Upgrade Allowance”**, refer to paragraph X.E.

#### **5. Building Interior Finishes**

The design documents shall address the restoration of all building interior finishes that are impacted by the installation of the fire protection system component items.

Finishes shall include, but not be limited to patching, painting, and the relocation of lighting, signage, alarms, ventilators, louvers, curtain tracts, wood trim, ceiling systems, etc. Procedures required to control and eliminate odors related to paint, cleaning agents, etc. must be addressed in the design documents to prevent potential problems with the building occupants. Materials with minimal odors and fumes should be specified.

#### **6. System Operation**

The existing fire alarm system must remain operational during the installation of new system components and the installation of the new fire suppression system.

#### **7. Sanitation**

Sanitation requirements such as flushing of the lines, chemical treatments, and pipe cleaning details shall be included in the design documents for all piping components. Readily removable fittings shall be provided at the end of all cross mains to facilitate the flushing process.

#### **8. Equipment Tests**

Upon completion of the project, and prior to issuance of the Certificate of Approval, the Contractor shall test the complete fire suppression and alarm system making adjustments as required to secure all necessary approvals. The Consultant shall identify the testing requirements in the specifications including the hydrostatic test pressures, the test duration under pressure, and the amount of allowable leakage per hour.

All equipment testing shall be conducted in the presence of the Consultant and designated representatives of the DPMC, Client Agency, Contractors and DCA. The Consultant shall be responsible for the coordination and scheduling of all tests. All test results shall be collected and bound in a manual for reference.

All test stations shall be located in areas where testing does not affect occupants or programs.

## **C. HAZARDOUS BUILDING MATERIALS**

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

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 X.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.

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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.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 X.D.

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

## **D. ADDITIONAL REQUIREMENTS**

The following miscellaneous general requirements shall apply to this project.

- 1. Contractor’s Use of the Premises:** The Contractor’s use of the premises shall be as indicated in Exhibit ‘D’, **Contractors - Vendors Policy**, attached at the end of this scope. Any additional use requirements shall be reviewed and approved by the Using Agency.
- 2. Demolition Material:** Describe the approved storage methods of all demolition materials, location of dumpsters, protection of dumpsters, removal requirements and security issues in the design documents. If components of the existing systems are not to be reused, they shall be removed in their entirety and legally disposed. **No components shall be “abandoned in place”.**
- 3. Equipment Protection at the Construction Site:** Provide a detailed drawing which depicts the approved method of protecting the furniture, carpeting, interior finishes, and other classroom equipment during the installation of the sprinkler system. Procedures for the security of materials and equipment in the facility must be established and included in the specification. Approved methods of dust control and cleaning the construction site after each workday must be described in the design documents.
- 4. Working Hours:** Working hours (7:30am-4:00pm) shall be as determined by the facility staff. Consultant and Contractors are advised that due to the nature of this Facility, shift work and/or phased construction may be required. All costs related to site meetings, project inspections, regularly scheduled job meetings, etc., shall be included in the Consultant’s base bid.

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- 5. Equipment Spare Parts List:** A spare parts list shall be prepared and items purchased, including a storage cabinet with keyed lock, as part of this project for all critical items necessary for the successful operation of the fire detection and suppression systems.
- 6. Equipment Training:** Coordinate the training of the new fire detection and suppression systems with Using Agency personnel and equipment vendors. Manuals shall be issued that contains the operating procedures, parts list, detailed drawings, catalog cuts, and maintenance procedures for all equipment installed in the building. The content of the manuals and training sessions, and the length of the training sessions shall be reviewed and approved by the DPMC Project Team members prior to the training seminar.
- 7. Special Security and Safety Design Requirements:** The design and installation of the new sprinkler pipe, heads, flow test equipment, pull stations, smoke detectors and all other components must address security, tamper resistance, damage, and ligature resistant issues, provided that these issues are identified as applicable to the project requirements during the investigation phase of the design. The Consultant must coordinate these issues with representatives of the Client Agency to determine what is currently accepted in the facility. Design layouts of the actual sprinkler head and/or piping will be reviewed with these issues as priorities.

## **E. DESIGN MEETINGS & PRESENTATIONS**

### **1. Design Meetings:**

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

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

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

## **2. Design Presentations:**

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

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

One (1) working meeting halfway through 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.

## **F. 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.

- (M235-00: GPPH Proposed Nurse Call System & Fire Suppression System, 2/29/1980, and by: Tighe, Firtion, Carrino & Assoc., Inc.)
- (M528-00: GPPH Sewage Treatment Plant Reconditioning, 12/17/1985, and by: Van Cleef Engineering Associates)
- (M1136-00: GPPH Addition & Alteration to Wastewater Treatment Plant, 2/1/1993, and by: Location Plan, Locality Plan & Index)
- (M1313-04: GPPH Fire Detection – Alarm – Suppression System Upgrades, 5/16/2005, and by: STV Incorporated)
- (GPPH Fire Protection Alarm System, 4/3/2007, and by: Nexus Technologies Group)
- (M1577-12: GPPH Grounds Electrical Feeder Replacement, 8/2021, and by: Mott Macdonald)

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

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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:

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

#### **1. 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 DCA, Bureau of Construction Project Review to secure a complete plan release.

As of July 25, 2022, the 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.nj.gov/dca/codes/forms/pdf\\_bcpr/pr\\_app\\_guide.pdf](https://www.nj.gov/dca/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

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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:

[https://www.nj.gov/dca/codes/forms/pdf\\_bcpr/pr\\_fees.pdf](https://www.nj.gov/dca/codes/forms/pdf_bcpr/pr_fees.pdf)

## **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/codes/resources/constructionpermitforms.shtml>

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

## **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; and, 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.

**PROJECT NAME: Fire Protection Upgrades**  
**PROJECT LOCATION: Greystone Park Psychiatric Hospital**  
**PROJECT NO: M1635-00**  
**DATE: October 01, 2025**

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

Bulletin 03-5 can be found at:

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

##### **a. Definition**

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

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

##### **b. Responsibilities**

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

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

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

**PROJECT NAME: Fire Protection Upgrades**

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

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

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

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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.

**PROJECT NAME: Fire Protection Upgrades**  
**PROJECT LOCATION: Greystone Park Psychiatric Hospital**  
**PROJECT NO: M1635-00**  
**DATE: October 01, 2025**

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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.

#### **2. Permit Costs**

The Consultant shall estimate the application fee costs for all of the required project permits, certificates, and approvals (excluding the NJUCC permit and 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 NJUCC permit and DCA Plan Review are excluded since they 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

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in paragraph VII.C 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 an Hazardous Materials Survey Report

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

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

Consultant shall estimate the costs to prepare construction documents for hazardous materials abatement noted in paragraph VII.C 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.C 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. MAIN HOSPITAL FIRE ALARM PANEL UPGRADE ALLOWANCE**

Consultant shall estimate the cost to provide the design and specifications to upgrade or replace all of the existing fire alarm detectors, peripheral devices and panels at the facility with a new non-proprietary system, and include that amount in their fee proposal line item entitled **“Main Hospital Fire Alarm Panel Upgrade Allowance.”** The cost breakdown sheet shall include a description of the tasks to be performed and the estimated cost of each task.

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**PROJECT NAME: Fire Protection Upgrades**

**PROJECT LOCATION: Greystone Park Psychiatric Hospital**

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

**PROJECT NAME:** Fire Protection Upgrades  
**PROJECT LOCATION:** Greystone Park Psychiatric Hospital  
**PROJECT NO:** M1635-00  
**DATE:** October 01, 2025

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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 10-01-2025  
CECILE GUIRGUIS, PROJECT MANAGER DATE  
DPMC PROJECT PLANNING & INITIATION

**SOW APPROVED BY:** James Wright 10/7/2025  
JAMES WRIGHT, MANAGER DATE  
DPMC PROJECT PLANNING & INITIATION

**SOW APPROVED BY:** Christian Casteel 10/29/25  
CHRISTIAN CASTEEL, DIRECTOR DATE  
DEPARTMENT OF HUMAN SERVICES

**SOW APPROVED BY:** Troylene Ladner 11-05-2025  
TROYLENE LADNER, PROJECT MANAGER DATE  
DPMC PROJECT MANAGEMENT GROUP

**SOW APPROVED BY:** Jeanette M. Barnard 1.5.26  
JEANETTE M. BARNARD, DEPUTY DIRECTOR DATE  
DIV PROPERTY MGT & CONSTRUCTION

---

**PROJECT NAME:** Fire Protection Upgrades  
**PROJECT LOCATION:** Greystone Park Psychiatric Hospital  
**PROJECT NO:** M1635-00  
**DATE:** October 01, 2025

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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:

- **INVESTIGATION PHASE;**
- **DESIGN DEVELOPMENT PHASE;**
- **FINAL DESIGN PHASE;**
- **PERMIT APPLICATION PHASE;**
- **BIDDING AND CONTRACT AWARD;**
- **CONSTRUCTION PHASE; and,**
- **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. CONTRACTOR'S REGULATIONS**

**END OF SCOPE OF WORK**

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## Deliverables Checklist Investigation Phase

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

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

---

**Consultant Signature**

---

Date

**Deliverables Checklist**  
**Design Development Phase**

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

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

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

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

\_\_\_\_\_  
 Date

**Deliverables Checklist**  
**Final Design Phase**

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

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

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

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

\_\_\_\_\_  
 Date

# Deliverables Checklist

## Permit Application Phase

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

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

---

**Consultant Signature**

Date

## Deliverables Checklist Bidding and Contract Award Phase

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

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.

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**Consultant Signature**

---

Date

## Deliverables Checklist Construction Phase

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

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.

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**Consultant Signature**

---

Date

## Deliverables Checklist Project Close-Out Phase

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

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.

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**Consultant Signature**

---

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.

<b><u>CODE</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>REPORTS TO ASSOCIATE DIRECTOR OF:</u></b>
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	Rsp		Weeks
		1	2	
<b>&lt;PROJ&gt;</b>				
<i>Design</i>				
CV3001	Schedule/Conduct Predesign/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 "IV Project Schedule" of the Scope of Work for contract phase durations.				DBCA - TEST
Bureau of Design & Construction Services				Sheet 1 of 3
<b>EXHIBIT 'A'</b>				

Activity ID	Description	Rspn	Weeks
CV3055	Review & Approve Final Design Submittal	CM	
CV3056	Consolidate & Return Final Design Comments	CM	
CV3060	Prepare & Submit Permit Application Documents	AE	
CV3068	Prepare & Submit Bidding Cost Analysis (DPMC-38)	CM	
<b>Plan Review-Permit Acquisition</b>			
CV4001	Review Constr. Documents & Secure UGCC Permit	PR	
CV4010	Provide Funding for Construction Contracts	CA	
CV4020	Secure Bid Clearance	CM	
<b>Advertise-Bid-Award</b>			
CV5001	Advertise Project & Bid Construction Contracts	CP	
CV5010	Open Construction Bids	CP	
CV5011	Evaluate Bids & Prep. Recommendation for Award	CM	
CV5012	Evaluate Bids & Prep. Recommendation for Award	AE	
CV5014	Complete Recommendation for Award	CP	
CV5020	Award Construction Contracts/Issue NTP	CP	
<b>Construction</b>			
CV6000	Project Construction Start/Issue NTP	CM	
CV6001	Contract Start/Contract Work (25%) Complete	CON	
CV6002	Preconstruction Meeting	CM	
CV6003	Begin Preconstruction Submittals	CON	
CV6004	Longest Lead Procurement Item Ordered	CON	
CV6005	Lead Time for Longest Lead Procurement Item	CON	
CV6006	Prepare & Submit Shop Drawings	CON	
CV6007	Complete Construction Submittals	CON	
CV6011	Roughing Work Start	CON	
CV6012	Perform Roughing Work	CON	
CV6010	Contract Work (50%+) Complete	CON	
CV6013	Longest Lead Procurement Item Delivered	CON	
CV6020	Contract Work (75%) Complete	CON	

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

DRCA - TEST

Sheet 2 of 3  
Bureau of Design & Construction Services

## EXHIBIT 'A'

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Activity ID	Description	Rspn	Weeks					
			1	2	3	4	5	6
CV6014	Roughing Work Complete	CON						
CV6021	Interior Finishes Start	CON						
CV6022	Install Interior Finishes	CON						
CV6030	Contract Work to Substantial Completion	CON						
CV6031	Substantial Completion Declared	CM						
CV6075	Complete Deferred Punch List/Seasonal Activities	CON						
CV6079	Project Construction Complete	CM						
CV6080	Close Out Construction Contracts	CM						
CV6089	Construction Contracts Complete	CM						
CV6090	Close Out A/E Contract	CM						
CV6092	Project Completion Declared	CM						

Sheet 3 of 3

DCIA-TEST

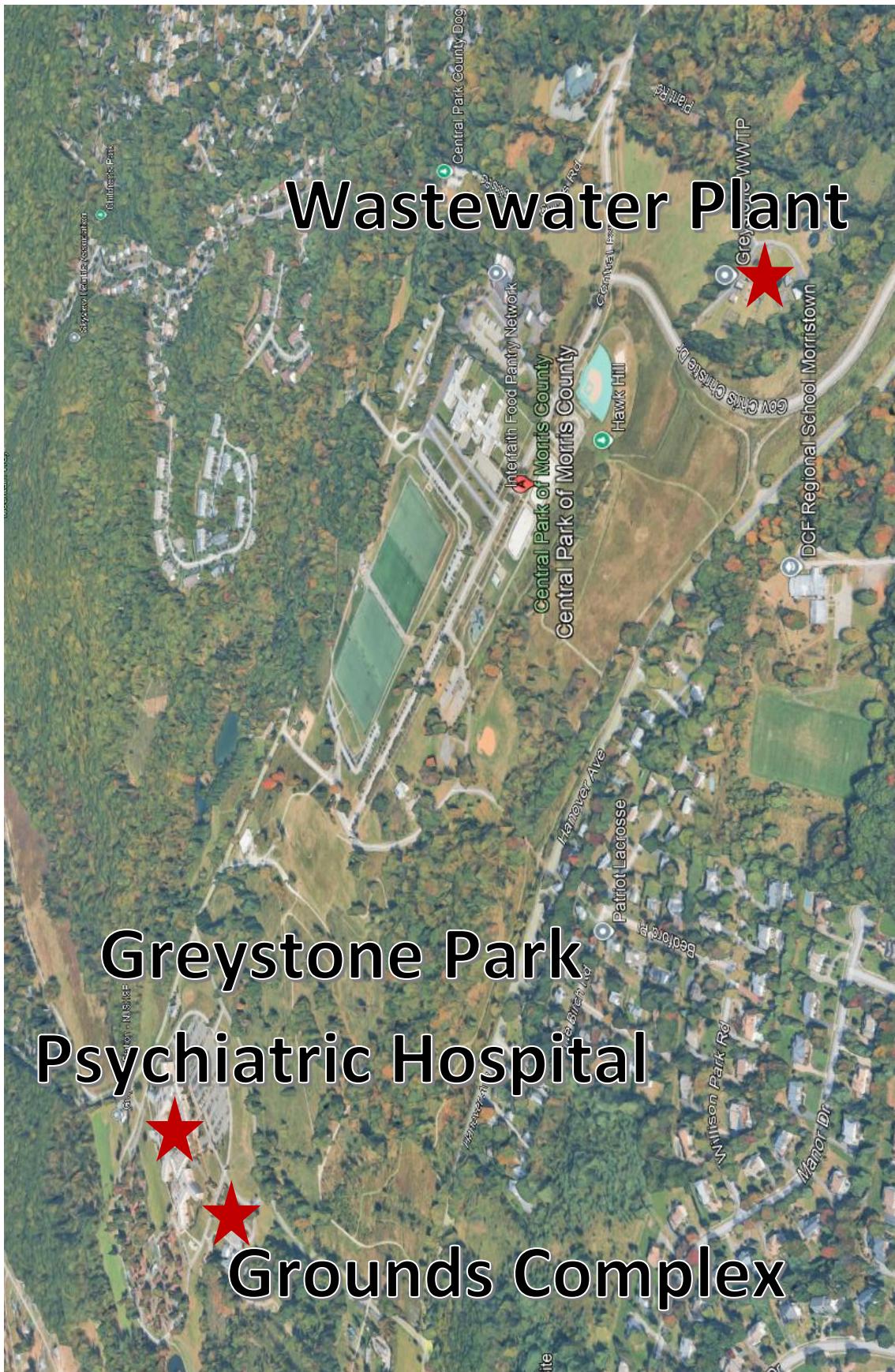
NOTE:

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

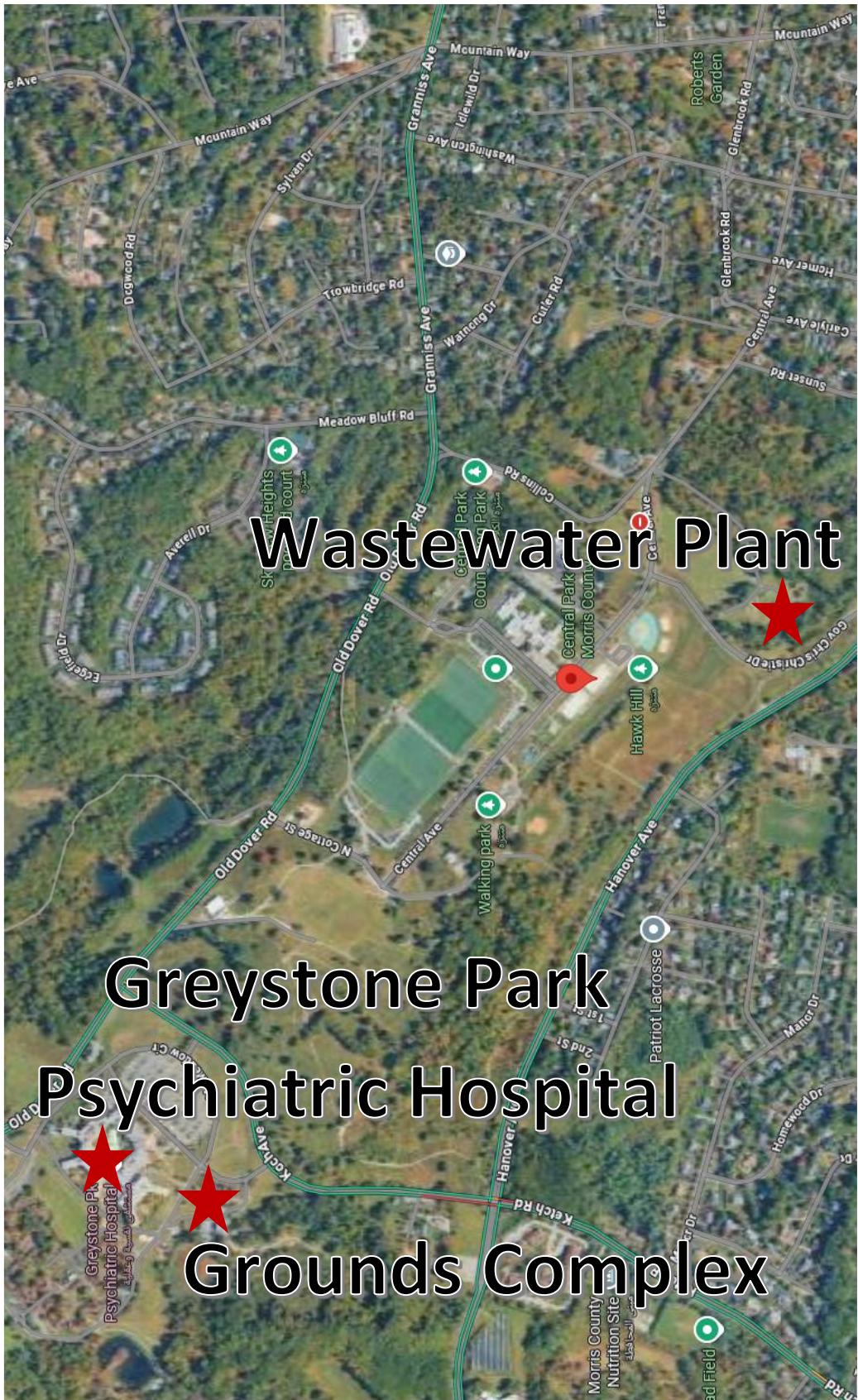
© Primavera Systems, Inc.

Bureau of Design & Construction Services

**EXHIBIT 'A'**

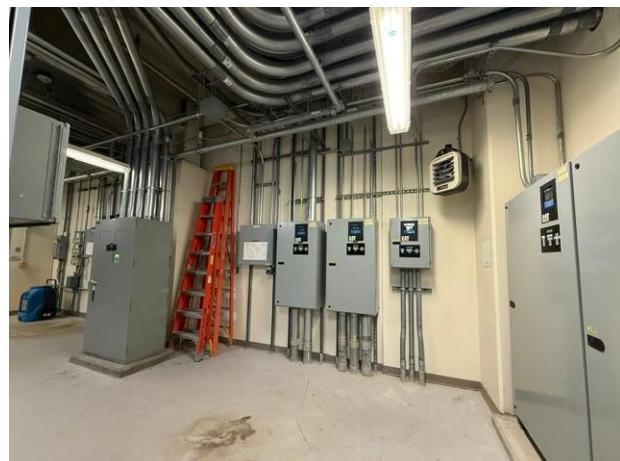


# EXHIBIT 'B'



**EXHIBIT 'B'**

# GPPH Emergency Electrical Switchgear Rooms-Basement.



**EXHIBIT 'C'**

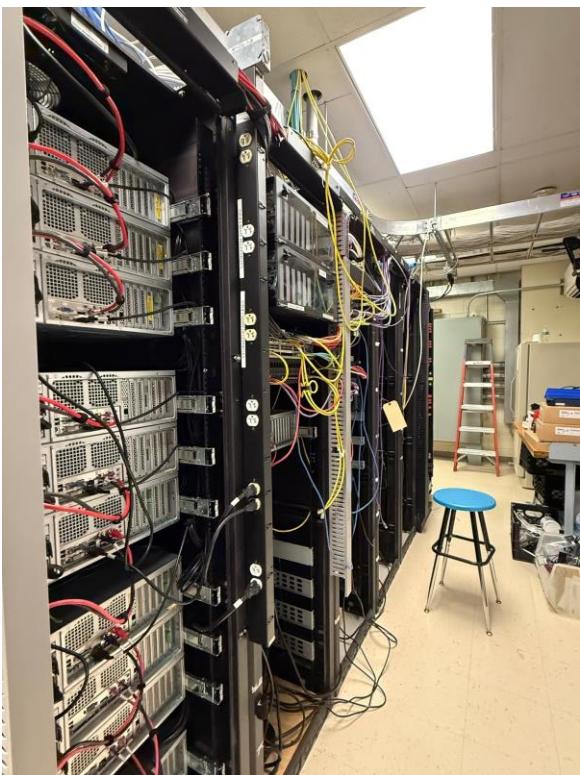


**EXHIBIT 'C'**

# GPPH IT Room.

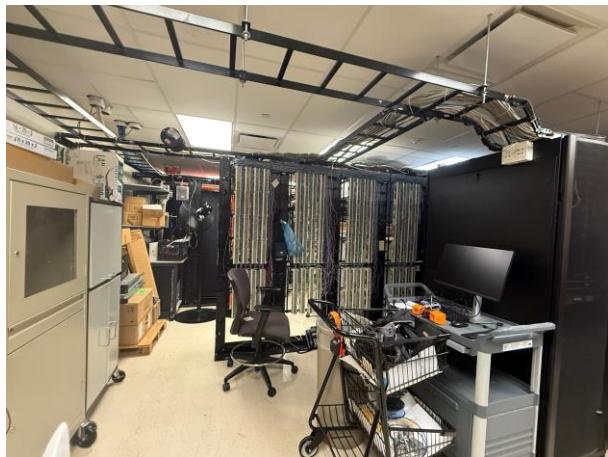


**EXHIBIT 'C'**



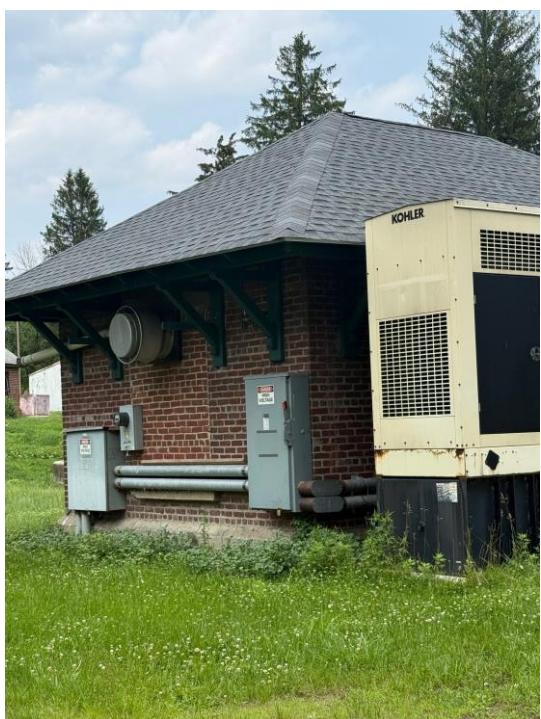
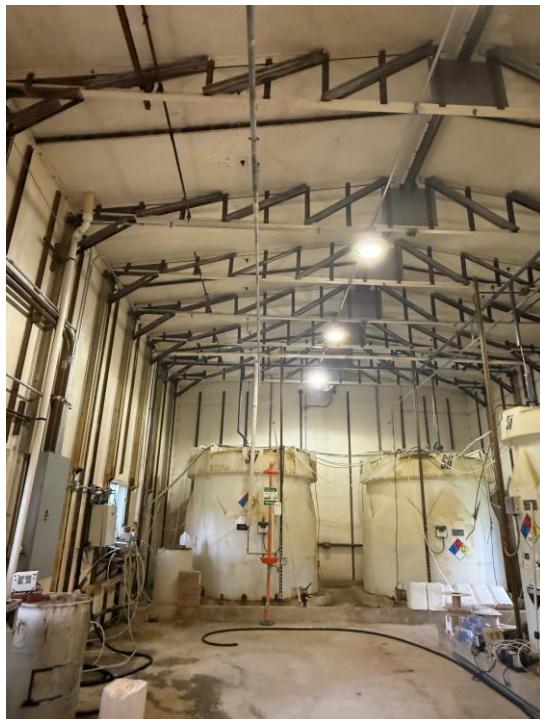
**EXHIBIT 'C'**

# GPPH Data Room-2<sup>nd</sup> Floor



**EXHIBIT 'C'**

# Wastewater Plant

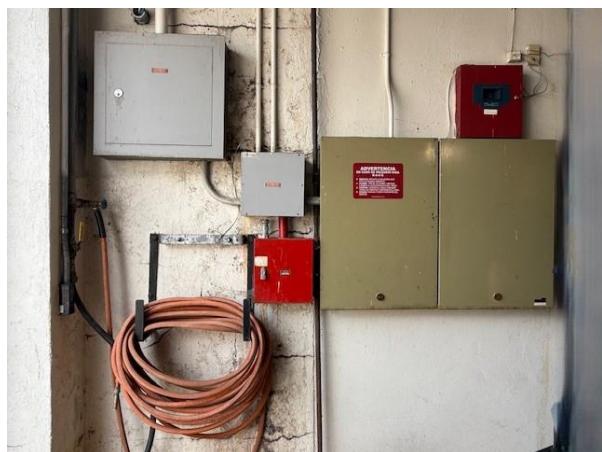
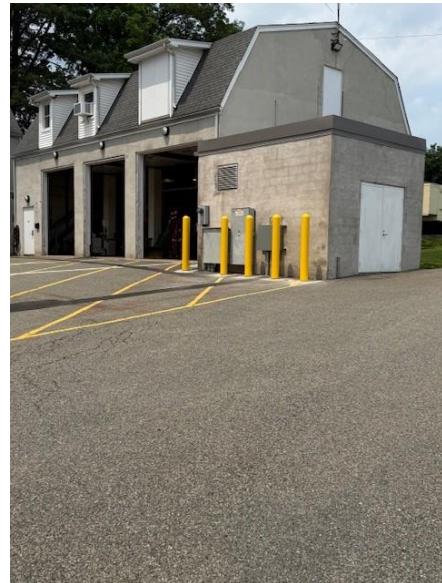


**EXHIBIT 'C'**



**EXHIBIT 'C'**

# **Grounds Complex**



**EXHIBIT 'C'**



**EXHIBIT 'C'**



**EXHIBIT 'C'**

STATE OF NEW JERSEY  
DEPARTMENT OF HUMAN SERVICES  
DIVISION OF MENTAL HEALTH & HOSPITALS  
GREYSTONE PARK PSYCHIATRIC HOSPITAL  
GREYSTONE PARK, NJ 07950  
TELEPHONE: (201) 538-1800

**NOTICE TO CONTRACTORS**

- A. Contractors are to report to the Maintenance Office every day they are working on these grounds.
- B. All contractors' employees working within the confines of institutional property must conform to regulations governing the functioning of the institution and safety and welfare of patients.
- C. Any questions on the part of the contractors or employees who observe contractors violating this policy should be brought to the attention of either the Associate Hospital Administrator, the Administrator of Plant Services or the appropriate personnel responsible for contract liaison.
- D. Contractor shall be requested to remove workers who do not conform to these regulations from the job site.
- E. Chief Executive Officer can be reached at Ext. 4200, Deputy Hospital Administrator at Ext. 4201, and Administrator of Plant Services at Ext. 4016.
- F. The employee responsible for the said contract shall distribute the regulations governing contractor's employees at the first job meeting of each project.
- G. Responsibilities:
  - 1. Parking: Areas are subject to varying time limits for parking. The supervisor of the contract employees should contact the institutional Administrator of Plant Services at Ext. 4016 regarding special parking requirements.
  - 2. Lock Cars: Vehicles are to be locked when parked. Keys left in vehicles will be removed by patrolmen and permission for re-entry to institutional grounds will be a matter of discretion on the part of the institution authorities.
  - 3. Fire Regulations: The Fire Chief will provide instructions to each worker on the conduct of work governed by these regulations. At no time is welding or other work involving open flame to be undertaken without permission of the Fire Chief who will direct required.
  - 4. Keys: Insurance of keys to contractors' employees carries with it responsibility for exercising the utmost care in preventing elopement of patients. All keys must be signed for at the Maintenance Department and return to the institution at completion of the project.

**EXHIBIT 'D'**

5. Ladders and Scaffolding: Must be properly attended while work is in progress. Never leave a ladder in position without someone in attendance, and consult with the Administrator of Plant Services concerning safeguards for scaffolding that cannot be removed at the end of a workday.
6. Materials: All materials are to be stored in placed protected from access by patients. Chemicals that are poisonous and which may be eaten or drunk must be securely protected from patient access.
7. Pictures: Photographs are not to be taken without permission of the Deputy Hospital Administrator.
8. Gifts or Money: Patients are never to be directly given gifts or money. If an employee wishes to give a patient a gift or make a cash donation to the Patient's Trust Fund, the employee should contact the patient's social worker.
9. Regulations: Contractors' employees are subject to the same regulations as those governing regular institutional personnel, which prohibits their bringing on the grounds any alcoholic beverages, firearms, ammunition, hunting knives, or other articles having the nature of a weapon. When it becomes necessary to utilize tools which can conceivably come within this category, it is incumbent upon users to keep them out of patients' reach.
10. Personal Conduct: Workers are not to fraternize with patients at any time. Discretion should be exercised in relationships with employees. While common courtesy and cooperation are expected of our employees at all times. No employee except Administrator of Plant Services and Deputy Hospital Administrator or their appointed delegates are authorized to permit entry into locked areas, or provide medicines, drugs, alcoholic beverages, cutting instruments, matches or anything with which they can hurt themselves or others.
11. If an employee does not know who to contact in reference to suspected violation of this policy, he/she should contact the Office of the Chief Executive Officer at Ext. 4200.
12. Excavations: When excavations are made, the contractor must make them safe by erecting a temporary perimeter fence totally enclosing the area. The fence must be a minimum of 48" in height and sufficient in strength to prevent a person from falling into the excavation is in the area of vehicular traffic, lighted barriers to divert vehicular traffic around the excavation.

## EXHIBIT 'D'