

SCOPE OF WORK

New Office Addition and Upgrades

New Jersey Forest Fire Service Division C Headquarters
Mays Landing, Atlantic County, N.J.

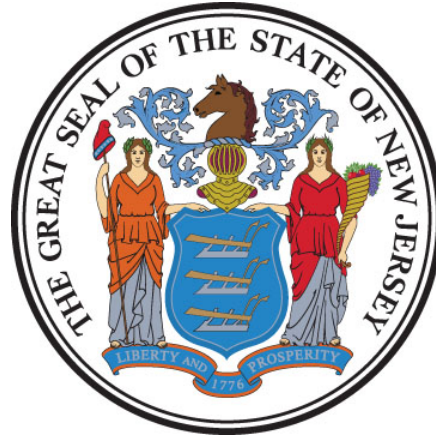
Project No. P1218-00

STATE OF NEW JERSEY

Honorable Philip D. Murphy, Governor
Honorable Sheila Y. Oliver, Lt. Governor

DEPARTMENT OF THE TREASURY

Elizabeth Maher Muoio, Treasurer



DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Christopher Chianese, Director

Date: June 29, 2020

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I. OBJECTIVE

The objective of this project is to construct an addition containing three new offices and a conference room and provide upgrades to the office building for the New Jersey Forest Fire Service Division C Headquarters in Mays Landing.

II. CONSULTANT QUALIFICATIONS

A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS

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

- **P001 Architecture**

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

- **P002 Electrical Engineering**
- **P003 HVAC Engineering**
- **P004 Plumbing Engineering**
- **P005 Civil Engineering**
- **P010 Fire Protection**
- **P025 Estimating/Cost Analysis**
- **P037 Asbestos Design**
- **P038 Asbestos Safety Control Monitoring**
- **P065 Lead Paint Evaluation**

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

III. PROJECT BUDGET

A. CONSTRUCTION COST ESTIMATE (CCE)

The initial Construction Cost Estimate (CCE) for this project is \$900,000.

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

B. CURRENT WORKING ESTIMATE (CWE)

The Current Working Estimate (CWE) for this project is \$1,260,000.

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

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

C. CONSULTANT'S FEES

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

IV. PROJECT SCHEDULE

A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE

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

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

6. Permit Application Phase	7
• <i>Issue Plan Release</i>	
7. Bid Phase	42
8. Award Phase	28
9. Construction Phase	180

B. CONSULTANT’S PROPOSED DESIGN & CONSTRUCTION SCHEDULE

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

The Consultant shall estimate the duration of the project Close-Out Phase based on the anticipated time required to complete each deliverable identified in Section XIV of this document entitled “Contract Deliverables - Project Close-Out Phase” and include this information in the bar chart schedule submitted.

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

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

C. CONSULTANT DESIGN SCHEDULE

Based on the Notice to Proceed, Consultant shall update their approved schedule and shall distribute it at the design kickoff meeting. Note that this schedule shall be submitted in both paper format and on compact disk in a format compatible with *Microsoft Project*. This schedule will be binding for the Consultant’s activities and will include the start and completion dates for each design activity. The Consultant and Project Team members shall use this schedule to ensure that all design milestone dates are being met for the project. The Consultant shall update the schedule to reflect performance periodically (minimally at each design phase) for the Project Team review and approval. Any recommendations for deviations from the approved design schedule must be explained in detail as to the causes for the deviation(s) and impact to the schedule.

D. BID DOCUMENT CONSTRUCTION SCHEDULE

The Consultant shall include a construction schedule in Division 1 of the specification bid document. This schedule shall contain, at minimum, the major activities and their durations for each trade specified for the project. This schedule shall be in “bar chart” format and will be used by the Contractors as an aid in determining their bid price. It shall reflect special sequencing or phased construction requirements including, but not limited to: special hours for building access, weather restrictions, imposed constraints caused by Client Agency program schedules, security needs, lead times for materials and equipment, anticipated delivery dates for critical items, utility interruption and shut-down constraints, and concurrent construction activities of other projects at the site and any other item identified by the Consultant during the design phases of the project.

E. CONTRACTOR CONSTRUCTION PROGRESS SCHEDULE

The Contractor shall be responsible for preparing a coordinated combined progress schedule with the Sub-Contractors after the award of the contract. This schedule shall meet all of the requirements identified in the Consultant’s construction schedule. The construction schedule shall be completed in accordance with the latest edition of the Instructions to Bidders and General Conditions and Bulletins that may be issued on the project.

The Consultant must review and analyze this progress schedule and recommend approval/disapproval to the Project Team until a satisfactory version is approved by the Project Team. The Project Team must approve the baseline schedule prior to the start of construction and prior to the Contractor submitting invoices for payment.

The Consultant shall note in Division 1 of the specification that the State will not accept the progress schedule until it meets the project contract requirements and any delays to the start of the construction work will be against the Contractor until the date of acceptance by the State.

The construction progress schedule shall be reviewed, approved, and updated by the Contractor, Consultant, and Project Team members at each regularly scheduled construction job meeting and the Consultant shall note the date and trade(s) responsible for project delays (as applicable).

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V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The location of the project site is:

New Jersey Forest Fire Service
Division C Headquarters / Research and Development
5555 Atlantic Avenue
Mays Landing, NJ 08330

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: Eugene Cardone, Project Design Manager
Address: Division Property Management & Construction
20 West State Street, 3rd Floor
Trenton, NJ 08608-1206
Phone No: (609) 633-2648
E-Mail No: eugene.cardone@treas.nj.gov

2. Department of Environmental Protection:

Name: William White, Project Manager
Address: Department of Environmental Protection
275 Freehold-Englishtown Road
Freehold, NJ 07726
Phone No: 609-802-5886 (cell)
E-Mail No: william.white@dep.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

The New Jersey Forest Fire Service (NJFFS) is an agency within the New Jersey Division of Parks and Forestry under the New Jersey Department of Environmental Protection. The Forest Fire Service is the largest firefighting department within the State of New Jersey.

The NJFFS operates over three regional divisions. Division C Headquarters (HQ) and Research and Development (R&D) facility, located in Mays Landing, serves as the southern Divisional Headquarters. The site is home to a maintenance shop and NJFFS's R&D program. The maintenance shop is responsible for upkeep of wildland fire suppression resources for the southern 1/3 of NJ. The R&D staff design and fabricate wildland firefighting equipment. See **Exhibit 'B'** for the project site location map.

There is a need to increase office space and add a conference room to the office building. Three staff members who work out of a trailer next to the office will relocate to the newly created office space in this project. Utility and restroom upgrades necessary as a result of the new addition are also part of the project.

B. FUNCTIONAL DESCRIPTION OF THE BUILDING

In 2014, Lammey & Georgio Architects (L&G) performed a study of the complex with the goal of furthering the development of the site. Fralinger Engineering, on behalf of L&G, investigated the site utilities and wetlands areas. The study identified wetlands associated with a man-made ditch on Lot 1, the adjoiner lot between the project site (Lots 2 and 3) and Harding Highway (U.S. Route 40). The office building is within the potential 300' wetland buffer but appears to be outside of a potential 50' buffer. The site is located in the Pinelands Management Area. The Lammey & Georgio study, with the Fralinger report, is shown in **Exhibit 'C'** for background and information purposes.

Original drawings for the site, from the mid 1960's, will be provided to the Consultant. The drawings indicate that a septic system was constructed in the back of the building. Since then, a public sewer connection has been made in the front of the building. Water service is also public. Natural gas is used for heating and hot water. The building has a partial basement under the east side where the utilities come into the building. See **Exhibit 'D'** for photos.

It is desired to add three new offices to the building and a large conference room. Restrooms will require upgrades. Heating and cooling systems will require upgrades as well. In addition, the entrance to the building requires modification or an addition to better accommodate public access. It is desired to more clearly separate the public portion from the staff portion of the building.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. DESIGN REQUIREMENTS

The Consultant shall provide construction documents to add three offices and a conference room and provide HVAC and restroom upgrades to the existing Division C Headquarters office building. In addition, construction documents shall address separation between the public and staff members at the front of the building. Design services shall include, but not be limited to, demolition requirements, new addition requirements such as sizing, foundations, walls, doors, windows and finishes, restroom upgrades, utility and HVAC upgrades, permits and approvals and geotechnical investigations necessary for new foundation design.

B. HAZARDOUS BUILDING MATERIALS

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

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

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

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

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

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

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

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

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

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

C. GENERAL DESIGN OVERVIEW

1. Design Detail:

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

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

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

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

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

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

2. Specification Format:

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

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

3. Submittal Schedule:

The Consultant shall include a submittal schedule in Division 1 of the specifications. The schedule (list of required submittals) shall identify the general conditions and/or specification section (number and name) and the type of submittal required (material data, product data, test results, calculations, etc.). The submittal schedule is a compilation of the submittals required on the project and is provided as an aid to the contractor.

4. Construction Cost Estimates:

The Consultant shall include with each design submittal phase identified in Paragraph IV.A, including the Permit Application Phase and Bid Phase, a detailed construction cost estimate itemized and summarized by the divisions and sections of the Construction Specification Institute (CSI) MasterFormat© latest edition applicable to the project.

The detailed breakdown of each work item shall include labor, equipment, material and total costs.

The construction estimate shall include all alternate bid items and all unit price items itemized and summarized by the divisions and sections of the specifications.

All cost estimates shall be adjusted for regional location, site factors, construction phasing, premium time, building use group, location of work within the building, temporary swing space, security issues, and inflation factors based on the year in which the work is to be performed.

The cost estimate shall include descriptions of all allowances and contingencies noted in the estimate.

All cost estimates must be submitted on a DPMC-38 Project Cost Analysis form at each design phase of the project supported by the detailed construction cost estimate. The Project Manager will provide cost figures for those items which may be in addition to the CCE such as art inclusion, CM services, etc. and must be included as part of the CWE. This cost analysis must be submitted for all projects regardless of the Construction Cost Estimate amount.

D. PROJECT COMMENCEMENT

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

1. Project Directory:

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

2. Site Access:

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

3. Project Coordination:

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

4. Existing Documentation:

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

- Office Building and Maintenance Building, Richard J. Chorlton, A.I.A., 12/31/63

- Plan of Survey and Topography (Preliminary), Dante Guzzi Engineering Associates, 8/20/2019

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

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

5. Scope of Work:

Review the design and construction administration responsibilities and the submission requirements identified in this Scope of Work with the Project Team members. Items such as: contract deliverables, special sequencing or phased construction requirements, special hours for construction based on Client Agency programs or building occupancy, security needs, delivery dates of critical and long lead items, utility interruptions or shut down constraints for tie-ins, weather restrictions, and coordination with other project construction activities at the site shall be addressed.

This information and all general administrative information; including a narrative summary of the work for this project, *shall be included in Division 1* of the specification. The Consultant shall assure that there are no conflicts between the information contained in Division 1 of the specification and the DPMC General Conditions.

6. Project Schedule:

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

E. BUILDING & SITE INFORMATION

The following information shall be included in the project design documents.

1. Building Classification:

Provide the building Use Group Classification and Construction Type on the appropriate design drawing.

2. Building Block & Lot Number:

Provide the site Block and Lot Number on the appropriate design drawing.

3. Building Site Plan:

Only when the project scope involves site work, or when the design triggers code issues that require site information to show code compliance, shall a site plan be provided that is drawn in accordance with an accurate boundary line survey. The site plan shall include, but not be limited to, the following as may be applicable:

- The size and location of new and existing buildings and additions as well as other structures.
- The distance between buildings and structures and to lot lines.
- Established and new site grades and contours as well as building finished floor elevations.
- New and existing site utilities, site vehicular and pedestrian roads, walkways and parking areas.

4. Site Location Map:

Provide a site location map on the drawing cover sheet that identifies the vehicular travel routes from major roadways to the project construction site and the approved access roads to the Contractor's worksite staging area.

F. DESIGN MEETINGS & PRESENTATIONS

1. Design Meetings:

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

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

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

2. Design Presentations:

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

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

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

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

G. CONSTRUCTION BID DOCUMENT SUBMITTAL

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

VIII. CONSULTANT CONSTRUCTION RESPONSIBILITIES

A. GENERAL CONSTRUCTION ADMINISTRATION OVERVIEW

This section of the Scope of Work is intended as a guide for the Consultant to understand their overall basic construction administration responsibilities for the project and does not attempt to identify each specific activity or deliverable required during this phase. The Consultant shall obtain that information from the current publication of the DPMC Procedures for Architects and Engineers Manual and any additional information provided during the Consultant Selection Process.

B. PRE-BID MEETING

The Consultant shall attend, chair, record and distribute minutes of the Contractor pre-bid meetings. When bidders ask questions that may affect the bid price of the project, the Consultant shall develop a Bulletin(s) to clarify the bid documents in the format described in the Procedures for Architects and Engineers Manual, Section 9.2 entitled "Bulletins." These Bulletins must be sent to DPMC at least seven (7) calendar days prior to the bid opening date. DPMC will then distribute the document to all bidders.

C. POST BID REVIEW MEETING, RECOMMENDATION FOR AWARD

The Consultant; in conjunction with the Project Manager, shall review the bid proposals submitted by the various Contractors to determine the low responsible bid for the project. The Consultant; in conjunction with the Project Manager and Project Team members, shall develop a post bid questionnaire based on the requirements below and schedule a post bid review meeting with the Contractor's representative to review the construction costs and schedule, staffing, and other pertinent information to ensure they understand the Scope of the Work and that their bid proposal is complete and inclusive of all requirements necessary to deliver the project in strict accordance with the plans and specifications.

1. Post Bid Review:

Review the project bid proposals including the alternates, unit prices, and allowances within seven (7) calendar days from the bid due date. Provide a bid tabulation matrix comparing all bids submitted and make a statement about the high, low, and average bids received. Include a comparison of the submitted bids to the approved current construction cost estimate. When applicable, provide an analysis with supporting data, detailing why the bids did not meet the construction cost estimate.

2. Review Meeting:

Arrange a meeting with the apparent low bid Contractor to discuss their bid proposal and other issues regarding the award of the contract. Remind the Contractor that this is a Lump Sum bid. Request the Contractor to confirm that their bid proposal does not contain errors. Review and confirm Alternate pricing and Unit pricing and document acceptance or rejection as appropriate.

Comment on all omissions, qualifications and unsolicited statements appearing in the proposals. Review any special circumstances of the project. Ensure the Contractor's signature appears on all post bid review documents.

3. Substitutions:

Inquire about any potential substitutions being contemplated by the Contractor and advise them of the State's guidelines for the approval of substitutions and the documentation required. Review the deadline and advise the Contractor that partial submissions are not acceptable. Submission after the deadline may be rejected by the State.

Equal substitutions that are proposed by the Contractor that are of lesser value must have a credit change order attached with the submittal (See Article 4.7.5 "Substitutions" of the General Conditions). The State has the right to reject the submission if there is no agreement on the proposed credit. Contractor will be responsible to submit a specified item.

4. Schedule:

Confirm that the Contractor is aware of the number of calendar days listed in the contract documents for the project duration and that the Contractor's bid includes compliance with the schedule duration and completion dates. Particular attention shall be given to special working conditions, long lead items and projected delivery dates, etc. Review project milestones (if applicable). This could give an indication of Contractor performance, but not allow a rejection of the bid.

Review the submittal timeframes per the Contract documents. Ask the Contractor to identify what products will take over twenty-eight (28) calendar days to deliver from the point of submittal approval.

5. Performance:

Investigate the past performance of Contractor by contacting Architects and owners (generally three of each) that were listed in their DPMC pre-qualification package or other references that may have been provided. Inquire how the Contractor performed with workmanship, schedule, project management, change orders, cooperation, paper work, etc.

6. Letter of Recommendation:

The Consultant shall prepare a Letter of Recommendation for contract award to the Contractor submitting the lowest responsible bid within three (3) calendar days from the post bid review meeting. The document shall contain the project title, DPMC project number, bid due date and expiration date of the proposal. It shall include a detailed narrative describing each post bid meeting agenda item identified above and a recommendation to award the contract to the apparent low bid Contractor based on the information obtained during that meeting. Describe any acceptance or rejection of Alternate pricing and Unit pricing.

Comment on any discussion with the Contractor that provides a sense of their understanding of the project and any special difficulties that they see, and how they might approach those problems.

Attach all minutes of the Post bid meeting and any other relevant correspondence with the Letter of Recommendation and submit them to the Project Manager.

7. Conformed Drawings:

The Consultant shall prepare and distribute two (2) sets of drawings stamped "Conformed Drawings" to the Project Manager that reflect all Bulletins and/or required changes, additions, and deletions to the pertinent drawings within fourteen (14) calendar days of the construction contract award date.

Any changes made in Bulletins, meeting minutes, post bid review requirements shall also be reflected in the specification.

D. DIRECTOR’S HEARING

The Consultant must attend any Director’s hearing(s) if a Contractor submits a bid protest. The Consultant shall be present to interpret the intent of the design documents and answer any technical questions that may result from the meeting. In cases where the bid protest is upheld, the Consultant shall submit a new “Letter of Recommendation” for contract award. The hours required to attend the potential hearings and to document the findings shall be estimated by the Consultant and the costs will be included in the base bid of their fee proposal.

E. CONSTRUCTION JOB MEETINGS, SCHEDULES, LOGS

The Consultant shall conduct all of the construction job meetings, to be held bi-weekly for the duration of construction, in accordance with the procedures identified in the A/E manual and those listed below.

1. Meetings:

The Consultant and Sub-Consultant(s) shall attend the pre-construction meeting and all construction job meetings during the construction phase of the project. The Consultant shall chair the meeting, transcribe and distribute the job-meeting minutes for every job meeting to all attendees and to those persons specified to be on the distribution list by the Project Manager. The Agenda for the meeting shall include, but not be limited to the items identified in the Procedures for Architects and Engineers Manual, Section 10.3.1, entitled “Agenda.”

Also, the Consultant is responsible for the preparation and distribution of minutes within three (3) calendar days of the meeting. The format to be used for the minutes shall comply with those identified in the “Procedures for Architects and Engineers Manual,” Section 10.3.4, entitled, “Format of Minutes.” All meeting minutes are to have an “action” column indicating the party that is responsible for the action indicated and a deadline to accomplish the assigned task. These tasks must be reviewed at each job progress meeting until it is completed and the completion date of each task shall be noted in the minutes of the meeting following the task completion.

2. Schedules:

The Consultant; with the input from the Client Agency Representative and Project Manager, shall review and recommend approval of the project construction schedule prepared by the Contractor. The schedule shall identify all necessary start and completion dates of construction, construction activities, submittal process activities, material deliveries and other milestones required to give a complete review of the project.

The Consultant shall record any schedule delays, the party responsible for the delay, the schedule activity affected, and the original and new date for reference.

The Consultant shall ensure that the Contractor provides a two (2) week “look ahead” construction schedule based upon the current monthly updated schedule as approved at the bi-weekly job meetings and that identifies the daily planned activities for that period. This Contractor requirement must also be included in Division 1 of the specification for reference.

3. Submittal Log:

Based on the Submittal Schedule in Division 1 of the specifications, the Consultant shall develop and implement a submittal log that includes all of the required project submittals as identified in the general conditions and technical specifications. The submittal log shall be provided to the contractor at the pre-construction meeting. The dates of submission shall be determined and approved by all affected parties during the pre-construction meeting.

Examples of the submissions to be reviewed and approved by the Consultant and Sub-Consultant (if required) include: project schedule, schedule of values, shop drawings, equipment and material catalog cuts, spec sheets, product data sheets, MSDS material safety data sheets, specification procedures, color charts, material samples, mock-ups, etc. The submittal review process must be conducted at each job progress meeting and shall include the Consultant, Sub-Consultant, Contractor, Project Manager, and designated representatives of the Client Agency.

The Consultant shall provide an updated submittal log at each job meeting that highlights the status of all required submissions.

F. CONSTRUCTION SITE ADMINISTRATION SERVICES

The Consultant and Sub-Consultant(s) shall provide construction site administration services during the duration of the project. The Consultant and Sub-Consultant(s) do not necessarily have to be on site concurrently if there are no critical activities taking place that require the Sub-Consultant’s participation.

The services required shall include, but not be limited to; field observations sufficient to verify the quality and progress of construction work, conformance and compliance with the contract documents, and to attend/chair meetings as may be required by the Project Manager to resolve special issues.

Consultant and Sub-Consultant(s) shall conduct weekly site inspection/field observation visits. Site inspection/field observation visits may be conducted in conjunction with regularly scheduled bi-weekly construction job meetings, depending on the progress of work, for weeks that construction job meetings are scheduled. The Consultant and their Sub-Consultant(s) shall

submit a field observation report for each site inspection to the Project Manager within three (3) calendar days of the site visit. Also, they shall conduct inspections during major construction activities including, but not limited to the following examples: concrete pours, steel and truss installations, code inspections, final testing of systems, achievement of each major milestone required on the construction schedule, and requests from the Project Manager. The assignment of a full time on-site Sub-Consultant does not relieve the Consultant of their site visit obligation.

The Consultant shall refer to Section XIV. Contract Deliverables of this Scope of Work subsection entitled “Construction Phase” to determine the extent of services and deliverables required during this phase of the project.

G. SUB-CONSULTANT PARTICIPATION

It is the responsibility of the Consultant to ensure that they have provided adequate hours and/or time allotted in their technical proposal so that their Sub-Consultants may participate in all appropriate phases and activities of this project or whenever requested by the Project Manager. This includes the pre-proposal site visit and the various design meetings and construction job meetings, site visits, and close-out activities described in this Scope of Work. Field observation reports and/or meeting minutes are required to be submitted to the Project Manager within three (3) calendar days of the site visit or meeting. All costs associated with such services shall be included in the base bid of the Consultant’s fee proposal.

H. DRAWINGS

1. Shop Drawings:

Each Contractor shall review the specifications and determine the numbers and nature of each shop drawing submittal. Five (5) sets of the documents shall be submitted with reference made to the appropriate section of the specification. The Consultant shall review the Contractor’s shop drawing submissions for conformity with the construction documents within seven (7) calendar days of receipt. The Consultant shall return each shop drawing submittal stamped with the appropriate action, i.e. “Approved”, “Approved as Noted”, “Approved as Noted Resubmit for Records”, “Rejected”, etc.

2. As-Built & Record Set Drawings:

The Contractor(s) shall keep the contract drawings up-to-date at all times during construction and upon completion of the project, submit their AS-BUILT drawings to the Consultant with the Contractor(s) certification as to the accuracy of the information prior to final payment. All AS-BUILT drawings submitted shall be entitled AS-BUILT above the title block and dated.

The Consultant shall review the Contractor(s)' AS-BUILT drawings at each job progress meeting to ensure that they are up-to-date. Any deficiencies shall be noted in the progress meeting minutes.

The Consultant shall acknowledge acceptance of the AS-BUILT drawings by signing a transmittal indicating they have reviewed them and that they reflect the AS-BUILT conditions as they exist.

Upon receipt of the AS-BUILT drawings from the Contractor(s), the Consultant shall obtain the original reproducible drawings from DPMC and transfer the AS-BUILT conditions to the original full sized signed reproducible drawings to reflect RECORD conditions within fourteen (14) calendar days of receipt of the AS-BUILT information.

The Consultant shall note the following statement on the original RECORD-SET drawings. "The AS-BUILT information added to this drawing(s) has been supplied by the Contractor(s). The Architect/Engineer does not assume the responsibility for its accuracy other than conformity with the design concept and general adequacy of the AS-BUILT information to the best of the Architect's/Engineer's knowledge."

Upon completion, The Consultant shall deliver the RECORD-SET original reproducible drawings to DPMC who will acknowledge their receipt in writing. This hard copy set of drawings and two (2) sets of current release AUTO CAD discs shall be submitted to DPMC. The discs shall contain all AS-BUILT drawings in both ".dwg" (native file format for AUTO CAD) and ".pdf" (*Adobe* portable document format) file formats.

I. CONSTRUCTION DEFICIENCY LIST

The Consultant shall prepare, maintain and continuously distribute an on-going deficiency list to the Contractor, Project Manager, and Client Agency Representative during the construction phase of the project. This list shall be separate correspondence from the field observation reports and shall not be considered as a punch list.

J. INSPECTIONS: SUBSTANTIAL & FINAL COMPLETION

The Consultant and their Sub-Consultant(s) accompanied by the Project Manager, Code Inspection Group, Client Agency Representative and Contractor shall conduct site inspections to determine the dates of substantial and final completion. The Project Manager will issue the only recognized official notice of substantial completion. The Consultant shall prepare and distribute the coordinated punch list, written warranties and other related DPMC forms and documents, supplied by the Contractor, to the Project Manager for review and certification of final contract acceptance.

If applicable, the punch list shall include a list of attic stock and spare parts.

K. CLOSE-OUT DOCUMENTS

The Consultant shall review all project close-out documents as submitted by the Contractors to ensure that they comply with the requirements listed in the “Procedure for Architects and Engineers’ Manual.” The Consultant shall forward the package to the Project Manager within fourteen (14) calendar days from the date the Certificate of Occupancy/Certificate of Approval is issued. The Consultant shall also submit a letter certifying that the project was completed in accordance with the contract documents, etc.

L. CLOSE-OUT ACTIVITY TIME

The Consultant shall provide all activities and deliverables associated with the “Close-Out Phase” of this project as part of their Lump Sum base bid. The Consultant and/or Sub-Consultant(s) may not use this time for additional job meetings or extended administrative services during the Construction Phase of the project.

M. TESTING, TRAINING, MANUALS AND ATTIC STOCK

The Consultant shall ensure that all equipment testing, training sessions and equipment manuals required for this project comply with the requirements identified below.

1. Testing:

All equipment and product testing conducted during the course of construction is the responsibility of the Contractor. However, the Consultant shall ensure the testing procedures comply with manufacturers recommendations. The Consultant shall review the final test reports and provide a written recommendation of the acceptance/rejection of the material, products or equipment tested within seven (7) calendar days of receipt of the report.

2. Training:

The Consultant shall include in the specification that the Contractor shall schedule and coordinate all equipment training with the Project Manager and Client Agency representatives. It shall state that the Contractor shall submit the Operation and Maintenance (O&M) manuals, training plan contents, and training durations to the Consultant, Project Manager and Client Agency Representative for review and approval prior to the training session.

The Consultant shall ensure that the training session is video recorded by the Contractor. A copy of the recording shall be transmitted to the Project Manager on compact disk who will forward the material to the Client Agency for future reference.

All costs associated with the training sessions shall be borne by the Contractor installing the equipment. A signed letter shall be prepared stating when the training was completed and must be accompanied with the training session sign-in sheet as part of the project close-out package.

3. Operation & Maintenance Manuals:

The Consultant shall coordinate and review the preparation and issuance of the equipment manuals provided by the Contractor(s) ensuring that they contain the operating procedures, maintenance procedures and frequency, cut sheets, parts lists, warranties, guarantees, and detailed drawings for all equipment installed at the facility.

A troubleshooting guide shall be included that lists problems that may arise, possible causes with solutions, and criteria for deciding when equipment shall be repaired and when it must be replaced.

Include a list of the manufacturer's recommended spare parts for all equipment being supplied for this project.

A list of names, addresses and telephone numbers of the Contractors involved in the installations and firms capable of performing services for each mechanical item shall be included. The content of the manuals shall be reviewed and approved by the Project Manager and Client Agency Representative.

The Consultant shall include in the specification that the Contractor must provide a minimum of ten (10) "throwaway" copies of the manual for use at the training seminar and seven (7) hardbound copies as part of the project close-out package.

4. Attic Stock:

The Consultant shall determine and recommend whether "attic stock" should be included for all aspects of the project. If required, the Consultant shall specify attic stock items to be included in the project.

Prior to project close-out, the Consultant must prepare a comprehensive listing of all items for delivery by the Contractor to the Owner and in accordance with the appropriate specification/plan section. Items shall include, but not be limited to: training sessions, O&M manuals, as-built drawings, itemized attic stock requirements, and manufacturer guarantees/warranties.

N. CHANGE ORDERS

The Consultant shall review and process all change orders in accordance with the contract documents and procedures described below.

1. Consultant:

The Consultant shall prepare a detailed request for Change Order including a detailed description of the change(s) along with appropriate drawings, specifications, and related documentation and submit the information to the Contractor for the change order request submission. This will require the use of the current DPMC 9b form.

2. Contractor:

The Contractor shall submit a DPMC 9b Change Order Request form to the Project Manager within seven (7) calendar days after receiving the Change Order from the Consultant. The document shall identify the changed work in a manner that will allow a clear understanding of the necessity for the change. Copies of the original design drawings, sketches, etc. and specification pages shall be highlighted to clarify and show entitlement to the Change Order.

Copies shall be provided of job minutes or correspondence with all relative information highlighted to show the origin of the Change Order. Supplementary drawings from the Consultant shall be included if applicable that indicate the manner to be used to complete the changed work. A detailed breakdown of all costs associated with the change, i.e. material, labor, equipment, overhead, Sub-Contractor work, profit and bond, and certification of increased bond shall be provided.

If the Change Order will impact the time of the project, the Contractor shall include a request for an extension of time. This request shall include a copy of the original approved project schedule and a proposed revised schedule that reflects the impact on the project completion date. Documentation to account for the added time requested shall be included to support entitlement of the request such as additional work, weather, other Contractors, etc. This documentation shall contain dates, weather data and all other relative information.

3. Recommendation for Approval:

The Consultant shall evaluate the reason for the change in work and provide a detailed written recommendation for approval or disapproval of the Change Order Request including backup documentation of costs in CSI format and all other considerations to substantiate that decision.

4. Code Review:

The Consultant shall determine if the Change Order request will require Code review and shall submit six (6) sets of signed and sealed modified drawings and specifications to the DPMC Plan & Code Review Unit for approval, if required. The Consultant must also determine and produce a permit amendment request if required.

5. Cost Estimate:

The Consultant shall provide a detailed cost estimate of the proposed Change Order Request, as submitted by the Contractor, in CSI format (latest edition) for all appropriate divisions and sub-divisions using a recognized estimating formula. The estimate shall then be compared with that of the Contractor's estimate. If any line item in the Consultant's estimate is lower than the corresponding line item in the Contractor's estimate, the Consultant in conjunction with the Project Manager is to contact the Contractor by telephone and negotiate the cost differences. The Consultant shall document the negotiated agreement on the Change Order Request form. If the Contractor's total dollar value changes based on the negotiations, the Consultant shall identify the changes on the Change Order Request form accordingly.

When recommending approval or disapproval of the change order, the Consultant shall be required to prepare and process a Change Order package that contains at a minimum the following documents:

- DPMC 9b Change Order Request
- DPMC 10 Consultant's Evaluation of Contractor's Change Order Request
- Consultant's Independent Detailed Cost Estimate
- Notes of Negotiations

6. Time Extension:

When a Change Order Request is submitted with both cost and time factors, the Consultant's independent cost estimate is to take into consideration time factors associated with the changed work. The Consultant is to compare their time element with that of the Contractor's time request and if there is a significant difference, the Consultant in conjunction with the Project Manager is to contact the Contractor by telephone and negotiate the difference.

When a Change Order Request is submitted for time only, the Consultant is to do an independent evaluation of the time extension request using a recognized scheduling formula.

Requests for extension of contract time must be done in accordance with the General Conditions Article 10.1 "Changes in the Work".

7. Submission:

The Consultant shall complete all of the DPMC Change Order Request forms provided and submit a completed package to the Project Manager with all appropriate backup documentation within seven (7) calendar days from receipt of the Contractor's change order request. The Consultant shall resubmit the package at no cost to the State if the change order package contents are deemed insufficient by the Project Manager.

8. Meetings:

The Consultant shall attend and actively participate at all administrative hearings or settlement conferences as may be called by Project Manager in connection with such Change Orders and provide minutes of those meetings to the Project Manager for distribution.

9. Consultant Fee:

All costs associated with the potential Contractor Change Order Requests shall be anticipated by the Consultant and included in the base bid of their fee proposal.

If the Client Agency Representative requests a scope change; and it is approved by the Project Manager, the Consultant may be entitled to be reimbursed through an amendment and in accordance with the requirements stated in paragraph 10.01 of this Scope of Work.

IX. PERMITS & APPROVALS

A. NJ UNIFORM CONSTRUCTION CODE PERMIT

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

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

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

The Consultant shall complete the NJUCC permit application and all applicable technical sub-code sections with all technical site data required. The Agent section of the application and certification section of the building sub-code section shall be signed. These documents shall be forwarded to the DPMC Project Manager.

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

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

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

1. Prior Approval Certification Letters:

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

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

2. Multi-building or Multi-site Permits:

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

3. Special Inspections:

In accordance with the requirements of the New Jersey Uniform Construction Code N.J.A.C. 5:23-2.20(b), Bulletin 03-5 and Chapter 17 of the International Building Code, the Consultant shall be responsible for the coordination of all special inspections during the construction phase of the project.

Bulletin 03-5 can be found at:

http://www.state.nj.us/dca/divisions/codes/publications/pdf_bulletins/b_03_5.pdf

a. Definition:

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

Special inspectors shall be certified in accordance with the requirements in the New Jersey Uniform Construction Code.

b. Responsibilities:

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

B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS

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

The Consultant may refer to the Division of Property Management and Construction "Procedures for Architects and Engineers Manual", Section 6.4.8, which presents a compendium of State permits, certificates, and approvals that may be required for this project.

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

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

C. STATE INSURANCE APPROVAL

The Consultant shall respond in writing to the FM Global Insurance Underwriter plan review comments through the DPMC Plan & Code Review Unit Manager as applicable. The Consultant shall review all the comments and, with agreement of the Project Team, modify the documents while adhering to the project's SOW requirements, State code requirements, schedule, budget, and Consultant fee.

D. PUBLIC EMPLOYEES OCCUPATIONAL SAFETY & HEALTH PROGRAM

A paragraph shall be included in the design documents, if applicable to this project that states: The Contractor shall comply with all the requirements stipulated in the Public Employees Occupational Safety & Health Program (PEOSHA) document, paragraph 12:100-13.5 entitled “Air quality during renovation and remodeling”. The Contractor shall submit a plan demonstrating the measures to be utilized to confine the dust, debris, and air contaminants in the renovation or construction area of the project site to the Project Team prior to the start of construction.

The link to the document is:

<http://www.nj.gov/health/workplacehealthandsafety/peosh/peosh-health-standards/iaq.shtml>

E. PERMIT MEETINGS

The Consultant shall attend and chair all meetings with Permitting Agencies necessary to explain and obtain the required permits.

F. MANDATORY NOTIFICATIONS

The Consultant shall include language in Division 1 of the specification that states the Contractor shall assure compliance with the New Jersey “One Call” Program (1-800-272-1000) if any excavation is to occur at the project site.

The One Call Program is known as the “New Jersey Underground Facility Protection Act”, refer to N.J.A.C. 14:2.

G. CONSULTANT FEE

The Consultant shall determine the efforts required to complete and submit all permit applications, obtain and prepare supporting documentation, attend meetings, etc., and include the total cost in the base bid of their fee proposal under the “Permit Phase”.

X. GENERAL REQUIREMENTS

A. SCOPE CHANGES

The Consultant must request any changes to this Scope of Work in writing. An approved DPMC 9c Consultant Amendment Request form reflecting authorized scope changes must be received by the Consultant prior to undertaking any additional work. The DPMC 9c form must be approved and signed by the Director of DPMC and written authorization issued from the Project Manager prior to any work being performed by the Consultant. Any work performed without the executed DPMC 9c form is done at the Consultant's own financial risk.

B. ERRORS AND OMISSIONS

The errors and omissions clause and the corresponding sections of the "Procedures for Architects and Engineers Manual" are eliminated. All claims for errors and omissions will be pursued by the State on an individual basis. The State will review each error or omission with the Consultant and determine the actual amount of damages, if any, resulting from each negligent act, error or omission.

C. ENERGY INCENTIVE PROGRAM

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

The Consultant shall be responsible to complete the appropriate registration forms and applications, provide any applicable worksheets, manufacturer's specification sheets, calculations, attend meetings, and participate in all activities with designated representatives of the programs and utility companies to obtain the entitled financial incentives and rebates for this project. All costs associated with this work shall be estimated by the Consultant and the amount included in the base bid of their fee proposal.

XI. ALLOWANCES

A. PERMIT FEE ALLOWANCE

The Consultant shall obtain and pay for all of the project permits in accordance with the guidelines identified below.

1. Permits:

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

2. Permit Costs:

The Consultant shall estimate the application fee costs for all of the required project permits, certificates, and approvals (excluding the NJ Uniform Construction Code permit) and include that amount in their fee proposal line item entitled **“Permit Fee Allowance”**, refer to Paragraph IX.A. A breakdown of each permit and application fee shall be attached to the fee proposal for reference.

NOTE: The NJ Uniform Construction Code permit is excluded since it will be paid for by the State.

3. Applications:

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

4. Consultant Fee:

The Consultant shall determine what is required to complete and submit the permit applications, obtain supporting documentation, attend meetings, etc., and include the total cost in the base bid of their fee proposal under the “Permit Phase” column.

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

B. HAZARDOUS MATERIALS TESTING AND REPORT ALLOWANCE

Consultant shall estimate the costs to complete the hazardous materials survey, sample collection, testing and analysis and preparation of a “Hazardous Materials Survey Report” noted

in paragraph VII.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 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.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.

XII. SUBMITTAL REQUIREMENTS

A. CONTRACT DELIVERABLES

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

B. CATALOG CUTS

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

C. PROJECT DOCUMENT BOOKLET

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

D. DESIGN DOCUMENT CHANGES

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

E. SINGLE-PRIME CONTRACT

All references to "separate contracts" in the Procedures for Architects and Engineers Manual, Chapter 8, shall be deleted since this project will be advertised as a "Single Bid" (Lump Sum All Trades) contract. The single prime Contractor will be responsible for all work identified in the drawings and specifications.

The drawings shall have the required prefix designations and the specification sections shall have the color codes as specified for each trade in the DPMC Procedure for Architects and Engineers Manual.

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The Consultant must still develop the Construction Cost Estimate (CCE) for each trade and the amount shall be included on the DPMC-38 Project Cost Analysis form where indicated. This document shall be submitted at each design phase of the project and updated immediately prior to the advertisement to bid.

PROJECT NAME: New Office Addition and Upgrades
PROJECT LOCATION: New Jersey Forest Fire Service Division C Headquarters
PROJECT NO: P1218-00
DATE: June 29, 2020

XIII. SOW SIGNATURE APPROVAL SHEET

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

The Client Agency approval signature on this page indicates that they have reviewed the design criteria and construction schedule described in this project Scope of Work and verifies that the work will not conflict with the existing or future construction activities of other projects at the site.

SOW PREPARED BY: James W. Wright 6/29/2020
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: William White 6/29/30
WILLIAM WHITE, PROJECT MANAGER DATE
DEPARTMENT OF ENVIRONMENTAL PROTECTION

SOW APPROVED BY: Eugene Cardone 07.28.2020
EUGENE CARDONE, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Richard S. Flodmand 7/28/20
RICHARD FLODMAND, DEPUTY DIRECTOR DATE
DIV PROPERTY MGT & CONSTRUCTION

XIV. CONTRACT DELIVERABLES

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

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

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

- 6.1 Project Schedule (Update Bar Chart Schedule)**
- 6.2 Meetings & Minutes (Minutes within seven (7) calendar days of meeting)**
- 6.3 Correspondence**
- 6.4 Submission Requirements**
 - 6.4.1 A/E Statement of Site Visit, As-Built Drawing Verification (if available)
 - 6.4.2 Space Analysis & Program Requirements
 - 6.4.3 Special Features Description: communications, security, fire protection, special structural features, etc.
 - 6.4.4 Site Evaluation
 - 6.4.5 Borings, Surveys, and Soils Analysis (provided with plan submission)
 - 6.4.8 Regulatory Agency Approvals as Applicable
 - 6.4.8.1 NJ Department of Agriculture
 - (a) Soil Erosion (land disturbance over 5000 s.f.)
 - 6.4.8.2 NJ Department of Community Affairs
 - (a) UCC Permit for Building Construction
 - 6.4.8.3 NJ Department of Environmental Protection
 - (a) Equipment Emissions
 - (d) Environmental Assessment Statement (CCE in excess of \$1m)
 - (g) Wetlands Development Permit
 - 6.4.8.8 Pinelands Commission
 - (a) Construction within Pinelands
 - 6.4.9 Utility Availability for:
 - Sanitary Service
 - Storm Water

Domestic Water
Gas Service
Fire Service
Electric Service
Telephone Service
Cable Service

- 6.4.10 Drawings: 6 sets
 - Cover Sheet (See A/E Manual for format)
 - Site Plan
 - Site Utility Plan
 - Floor Plans
 - Elevations
 - Sections/Details
 - Structural Narrative
 - HVAC Narrative
 - Electrical Narrative
- 6.4.11 Specifications: 6 sets (See A/E Manual for format, include Division 1 and edit to describe the administrative and general requirements of the project)
- 6.4.12 Current Working Estimate in CSI Format & Cost Analysis 38 Form
- 6.4.13 Bar Chart of Design and Construction Schedule
- 6.4.14 Oral Presentation of Submission to Project Team
- 6.4.15 SOW Compliance Statement
- 6.4.16 This Submission Checklist (See A/E Manual, Figure 6.4.16 for format)
- 6.4.17 Deliverables Submission in Booklet Form: 7 sets

6.5 Approval

- 6.5.1 Respond to Submission Comments

6.6 Submission Forms

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

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

- 7.1 Project Schedule (Update Bar Chart Schedule)**
 - 7.2 Meetings & Minutes (Minutes within seven (7) calendar days of meeting)**
 - 7.3 Correspondence**
-

7.4 Submission Requirements

- 7.4.1 A/E Statement of Site Visit, As-Built Drawing Verification (if available)
- 7.4.2 Space Analysis & Program Requirements (if changed from Schematic Phase)
- 7.4.3 Special Features Description: communications, security, fire protection, special structural features, etc.
- 7.4.4 Site Evaluation
- 7.4.5 Borings, Surveys, and Soils Analysis (provided with plan submission)
- 7.4.8 Regulatory Agency Approvals
- 7.4.10 Drawings
 - Cover Sheet (See A/E Manual for format)
 - Site Plan
 - Site Utility Plan
 - Floor Plans
 - Elevations
 - Sections/Details
 - Structural Drawings, Seismic Design Load Criteria
 - HVAC Drawings, Heating & Cooling Equipment Schedules
 - Plumbing Drawings, Pipe Distribution & Riser Details, Fixture Schedule
 - Fire Protection Drawings
 - Electrical Drawings, Riser Diagram, Panel Schedules, Service Size, Lighting Design
- 7.4.11 Specifications: (See A/E Manual for format, include Division 1 and edit to describe the administrative and general requirements of the project)
- 7.4.12 Current Working Estimate in CSI Format & Cost Analysis 38 Form
- 7.4.13 Bar Chart of Design and Construction Schedule
- 7.4.14 Oral Presentation of Submission to Project Team
- 7.4.15 SOW Compliance Statement
- 7.4.16 This Submission Checklist (See A/E Manual, Figure 6.4.16 for format)
- 7.4.17 Deliverables Submission in Booklet Form: 7 sets

7.5 Approval

- 7.5.1 Respond to Submission Comments

7.6 Submission Forms

- Figure 7.4.12 Current Working Estimate/Cost Analysis
- Figure 7.4.16 Submission Checklist

FINAL DESIGN PHASE 100% Complete Construction Documents

This Final Design Phase may require more than one submission based on the technical quality and code conformance of the design documents.

8.1 Schedule (Update Bar Chart Schedule)

8.2 Meeting & Minutes (Minutes within seven (7) calendar days of meeting)

8.3 Correspondence

8.4 Submission Requirements

- 8.4.1 A/E Statement of Site Visit
- 8.4.2 Space Analysis
- 8.4.3 Special Features Description: Communication/Security/Fire/Smoke/Exhaust)
- 8.4.4 Site Evaluation
- 8.4.5 Borings, Surveys, Soils Analysis (provided with plan submission)
- 8.4.8 Regulatory Agency Approvals (Include itemized list specific to this project)
- 8.4.10 Drawings
- 8.4.11 Specifications
- 8.4.12 Current Working Estimate in CSI Format & Cost Analysis 38 Form
- 8.4.13 Bar Chart of Design and Construction Schedule
- 8.4.14 Oral Presentation of this Submission to Project Team
- 8.4.15 Plan Review/SOW Compliance Statement
- 8.4.16 This Submission Checklist
- 8.4.17 Deliverables Submission in Booklet Form

8.5 Approvals

- 8.5.1 Respond to Submission Comments

PERMIT APPLICATION PHASE

This Permit Application Phase should not include any additional design issues. Design documents shall be 100% complete at the Final Design Phase.

8.6 Permit Application Submission Requirements

- 8.6.1 - 8.6.7: If all of the deliverables of these sections have been previously submitted to DPMC and approved there are no further deliverables due at this time
- 8.6.8 Regulatory Agency Approvals
 - (a) UCC Permit Application & Technical Sub-codes completed by A/E

- 8.6.9 Utility Availability Confirmation
- 8.6.10 Signed and Sealed Drawings: 6 sets
- 8.6.11 Signed and Sealed Specifications: 6 sets
- 8.6.12 Current Working Estimate/Cost Analysis
- 8.6.13 Bar Chart Schedule
- 8.6.14 Project Presentation (N/A this Project)
- 8.6.15 Plan Review/SOW Compliance Statement
- 8.6.16 Submission Checklist

8.7 Approvals

8.8 Submission Forms

- Figure 8.4.12 Current Working Estimate/Cost Analysis
- Figure 8.4.16 Submission Checklist (Final Review Phase)
- Figure 8.6.12-b Bid Proposal Form (Form DPMC -3)
- Figure 8.6.12-c Notice of Advertising (Form DPMC -31)
- Figure 8.6.16 Submission Checklist (Permit Phase)
- Figure 8.7 Bid Clearance Form (Form DPMC -601)

BIDDING AND CONTRACT AWARD

9.0 Bidding Phase Requirements

- 9.01 Original Drawings signed & sealed by A/E and drawings on compact disk (CD) in *Adobe Portable Document Format (.pdf)*
- 9.02 One Unbound Specification Color Coded per A/E Manual Section 8.4.11 and specifications on compact disk (CD) in *Adobe Portable Document Format (.pdf)*
- 9.03 Bid Documents Checklist
- 9.04 Bid Proposal Form
- 9.05 Notice for Advertising

9.1 Chair Pre-Bid Conference/Mandatory Site Visit

9.2 Prepare Bulletins

9.3 Attend Bid Opening

9.4 Recommendation for Contract Award

- 9.4.1 Prepare Letter(s) of Recommendation for Award & Cost Analysis

9.5 Attend Post Bid Review Meeting(s)

9.6 Submission Checklist

9.7 Submission Forms

Figure 9.4.1 Cost Analysis
Figure 9.6 Submission Checklist

CONSTRUCTION PHASE

10.1 Site Construction Administration

10.2 Pre-Construction Meeting

10.3 Construction Job Meetings

- 10.3.1 Agenda: Schedule and Chair Construction Job Meetings
- 10.3.2 Minutes: Prepare and Distribute Minutes within 5 working days of meeting
- 10.3.3 Schedules; Approve Contractors' Schedule & Update
- 10.3.4 Minutes Format: Prepare Job Meeting Minutes in approved format, figure 10.3.4-a

10.4 Correspondence

10.5 Prepare and Deliver Conformed Drawings

10.7 Approve Contractors Invoicing and Payment Process

10.8 Approve Contractors 12/13 Form for Subs, Samples and Materials

10.10 Approve Test Reports

10.11 Approve Shop Drawings

10.12 Construction Progress Schedule

- 10.12.1 Construction Progress Schedule

10.13 Review & Recommend or Reject Change Orders

- 10.13.1 Scope Changes
- 10.13.2 Construction Change Orders
- 10.13.3 Field Changes

10.14 Construction Photographs

10.15 Submit Field Observation Reports

10.16 Submission Forms

- Figure 10.3.4-a Job Meeting Format of Minutes
- Figure 10.3.4-b Field Report
- Figure 10.6 DPMC Insurance Form-24
- Figure 10.6-a Unit Schedule Breakdown
- Figure 10.6-b Monthly Estimate for Payment to Contractor DPMC 11-2
- Figure 10.6-c Monthly Estimate for Payment to Contractor DPMC 11-2A
- Figure 10.6-d Invoice DPMC 11
- Figure 10.6-e Prime Contractor Summary of Stored Materials DPMC 11-3
- Figure 10.6-f Agreement & Bill of Sale certificate for Stored Materials DPMC 3A
- Figure 10.7-a Approval Form for Subs, Samples & Materials DPMC 12
- Figure 10.7-b Request for Change Order DPMC 9b
- Figure 10.9 Transmittal Form DPMC 13
- Figure 10.10 Submission Checklist

PROJECT CLOSE-OUT PHASE

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

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

11.3 Develop Punch List & Inspection Reports

11.4 Verify Correction of Punch List Items

11.5 Determination of Substantial Completion

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

11.7 Initiation of Final Contract Acceptance Process

11.8 Submission of Close-Out Documentation

- 11.8.1 As-Built & Record Set Drawings, 3 sets AUTOCAD Discs Delivered to DPMC
- 11.8.2 (a) Maintenance and Operating manuals, Warranties, etc.: 7 sets each
 - (b) Guarantees
 - (c) Testing and Balancing Reports

- (d) Boiler Inspection Certificates
 - (e) Shop Drawings
 - (f) Letter of Contract Performance
- 11.8.3 Final Cost Analysis-Insurance Transfer DPMC 25
- 11.8.4 This Submission Checklist

11.9 Final Payment

- 11.9.1 Contractors Final Payment
- 11.9.2 A/E Invoice and Close-Out Forms for Final Payment

11.10 Final Performance Evaluation of the A/E and the Contractors

11.11 Ensure Issuance of a “Certificate of Occupancy or Approval”

11.12 Submission Forms

- Figure 11.2 Project Close-Out Documentation List DPMC 20A
- Figure 11.3-a Certificate of Substantial Completion DPMC 20D
- Figure 11.3-b Final Acceptance of Consultant Contract DPMC 20C
- Figure 11.5 Request for Contract Transition Close-Out DPMC 20X
- Figure 11.7 Final Contract Acceptance Form DPMC 20
- Figure 11.8.3-a Final Cost Analysis
- Figure 11.8.3-b Insurance Transfer Form DPMC 25
- Figure 11.8.4 Submission Checklist

XV. EXHIBITS

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

END OF SCOPE OF WORK

February 7, 1997
Rev.: January 29, 2002

Responsible Group Code Table

The codes below are used in the schedule field "GRP" that identifies the group responsible for the activity. The table consists of groups in the Division of Property Management & Construction (DPMC), as well as groups outside of the DPMC that have responsibility for specific activities on a project that could delay the project if not completed in the time specified. For reporting purposes, the groups within the DPMC have been defined to the supervisory level of management (i.e., third level of management, the level below the Associate Director) to identify the "functional group" responsible for the activity.

<u>CODE</u>	<u>DESCRIPTION</u>	<u>REPORTS TO ASSOCIATE DIRECTOR OF:</u>
CM	Contract Management Group	Contract Management
CA	Client Agency	N/A
CSP	Consultant Selection and Prequalification Group	Technical Services
A/E	Architect/Engineer	N/A
PR	Plan Review Group	Technical Services
CP	Construction Procurement	Planning & Administration
CON	Construction Contractor	N/A
FM	Financial Management Group	Planning & Administration
OEU	Office of Energy and Utility Management	N/A
PD	Project Development Group	Planning & Administration

EXHIBIT 'A'

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

DBCA - TEST

Sheet 1 of 3

Bureau of Design & Construction Services
Routine Project

Exhibit "A"

NOTE:

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

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

NOTE:

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

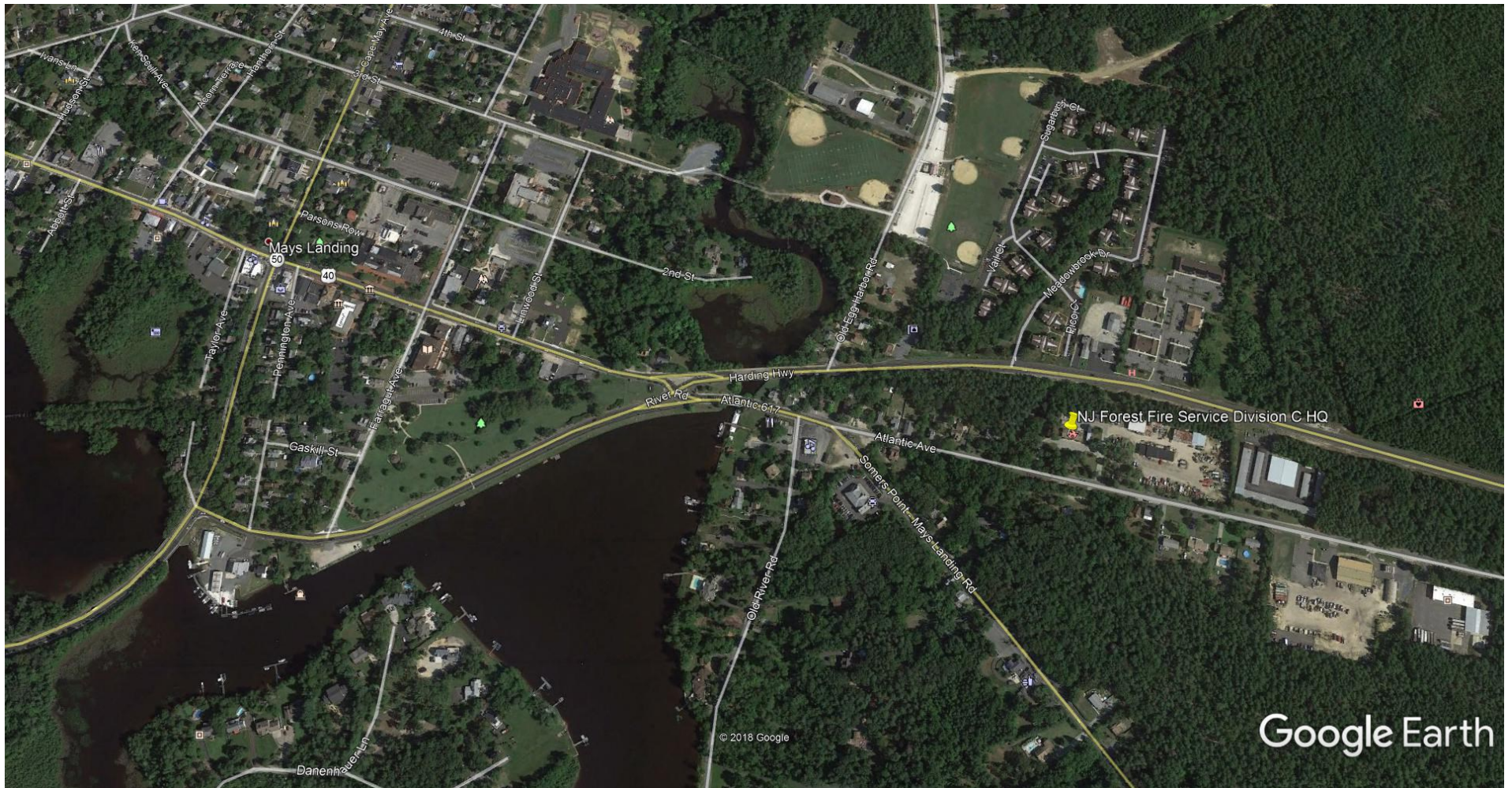
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DRCA - TEST

Sheet 2 of 3

Bureau of Design & Construction Services
Routine Project

Exhibit "A"



Site Location Map
EXHIBIT 'B'

STUDY – DIVISION C

FOREST FIRE HQ COMPLEX

MAYS LANDING, NJ

DPMC: W0204-00 / Work Order 3
PN: 13269.03



Prepared by:
Lamney & Giorgio Architects
215 Highland Avenue Suite B
Haddon Township, New Jersey, 08108

3 March 2014

STUDY – DIVISION C FOREST FIRE HQ COMPLEX

MAYS LANDING, NJ

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F. Option 2 – Additions – Recommended Option	6
G. Option 3 – New with Existing to Remain	8
H. Code/Regulations Analysis	9
I. Budget Cost Estimates	10
J. Exhibits	11

■ Site Engineering Report	<i>Insert</i>
■ Existing Site Plan, E-1	<i>Insert</i>
■ Option 1 Proposed Site Plan, SK-1	<i>Insert</i>
■ Option 2 Proposed Site Plan, SK-2	<i>Insert</i>
■ Option 3 Proposed Site Plan, SK-3	<i>Insert</i>
■ Cost Estimates (CWE & CCE)	<i>Insert</i>

A. EXECUTIVE SUMMARY:

This study analyzes the development of a new complex for the New Jersey Forest Fire Service, Division 'C' Headquarters located on the Division's existing site in Mays Landing, NJ. The Division is in need of new facilities and upgraded services to better fulfill their mission to protect life, property, and the state's natural resources from wildfire, and to accommodate the future work force.

This study investigates three alternative layouts for the new complex. Each layout contains: a Main Office Building with new offices, locker rooms, and an optional Auditorium; expanded Maintenance facilities, Storage facilities, a Research and Development (R&D) Building, and parking for employees and guests. The existing fuel storage/dispensing station is not altered in any of the layouts. New utility services will be required to support the additional buildings and services in each of the options.

The property lies within the Pinelands Management area and freshwater wetlands are present. The New Jersey Pinelands Commission regulates freshwater wetlands within the Pinelands and typically assigns a 300-foot wide buffer to wetlands. Any new construction proposed within the boundary will require approval from the New Jersey Pinelands Commission.

Of the three alternatives investigated, Option 2 is the recommended layout. Although this option provides the least new building construction, it meets the needs expressed by Division 'C' and D.E.P. stakeholders while providing lower costs, simplified phasing and reduced impact on staff and building operations. This option proposes additions to the existing Office and Maintenance Buildings and replacement or upgrades to the other facilities. The existing Office Building would be supplemented with a 3,650 square foot (sf) addition with an optional 2,500 sf, 125-seat capacity Auditorium. A 5,175 sf addition to the existing Maintenance Shop would also be provided, while the existing Storage Building would be replaced with a new 7,200 sf Storage Building. The existing R&D Building would remain and new interior finishes would be provided. A new radio antenna array would also be provided adjacent to the existing Office Building.

We estimate the Option 2 Construction Costs (CCE) of \$5,885,432. This figure includes Site Work (\$752,994), the new Office Addition (\$1,131,582), the optional Auditorium (\$950,583), the Maintenance Addition (\$1,952,980), the new Storage Building (\$1,022,293) and new interior finishes in the existing R&D Building (\$75,000). The total budget Construction Working Estimate (CWE), which includes construction costs, fees, DPMC management fees, and contingencies is \$7,718,744.

B. PURPOSE AND METHODOLOGY

The purpose of the study was to investigate three alternative layouts for the complex. Utility availability and possible wetlands limitations were also investigated, as well as the wetland boundary impact on the buildings and site improvements.

The methodology used in this study included integrating the program of the Division 'A' Headquarters complex, which was supplied by NJDEP, with the stated needs provided by Division 'C' and D.E.P. stakeholders. During the site visit, existing wetland areas and utility services were identified.

C. EXISTING CONDITIONS (Site, Buildings & Utilities) - See Existing Site Plan E-1

Site

The main entrance to the site is located approximately 1,000 feet east of the intersection of Atlantic Avenue and Atlantic County Route 559. The site contains existing buildings and paving, and some would be demolished before construction of the new buildings. There is a paved parking area with 25 spaces for employees and guests and unpaved parking areas throughout the site which can accommodate approximately 70 vehicles. Using the Hamilton Township zoning ordinance as a guide, the site has sufficient parking to meet the requirement of 52 spaces for the existing facilities. In addition to the existing Storage Building, numerous storage containers are located throughout the site.

A fuel storage and distribution station with above ground storage tanks is located near the Maintenance Building. It is unknown whether there are additional underground fuel storage tanks on site. The topography of the site is flat and creates no challenges for construction. All program areas have sufficient area for siting with some removal of existing vegetation required.

Freshwater wetlands are present on the property. The New Jersey Pinelands Commission regulates freshwater wetlands within the Pinelands Management Area and typically assigns a 300-foot wide buffer to wetlands. The majority of the existing and proposed site improvements are located within this wetlands setback, however this does not guarantee that new construction would be permitted within the boundary. The site has approximately 38,000 sf of impervious area. The introduction of new impervious areas from the addition of new parking and buildings will impact the existing freshwater recharging cycle. Any new construction proposed within the boundary will require approval from the New Jersey Pinelands Commission.

Buildings

The existing buildings include:

- A 2,750 sf Office Building which is in fair condition,
- A 4,900 sf Maintenance Shop which is in fair condition,
- A 6,000 sf Storage Building which is in poor condition,
- A 3,000 sf R&D Building which is in poor condition.
- Attached to the Office Building is a communication antenna array which is in fair condition

Total 16,650

Utilities

Water service, natural gas, public sewer lines and electric service are available on the site. Some utility lines will need to be relocated to accommodate the new buildings. New utility services will be required to support the additional buildings & services.

D. EXISTING FACILITIES AND NEEDS (Provided by Division 'C' HQ)

Office Building:

Condition: Fair

Existing Facilities – 2,750 sf (2,075 sf -1st floor & 675 sf – basement)

- Supervisor Office (110 sf)
- Secretary Office (110 sf)
- Group Office (260 sf)
- Two (2) Staff Offices (135 sf/ea)
- Conference Room (110 sf)
- Storage Room (130 sf)
- Men's Toilet Rm./Locker Rm. (150 sf)
- Women's Toilet Rm./Locker Rm. (115 sf)
- Mechanical Room (675 sf in basement)

Stated Needs – 6,400 sf (Total without optional Auditorium)

- Supervisor/Warden's Office (210 sf)
- Assistant Supervisor's Office (175 sf)
- Two (2) Offices (150/sf ea)
- Three (3) Offices (125 sf/ea)
- Open Office (730 sf)
- Open Office (405 sf)
- Breakroom (175 sf)
- Men's Toilet/Locker Room (275 sf)
- Women's Toilet/Locker Room (340 sf)
- Janitor's Closet (35 sf)
- Training/Radio Room (830 sf)
- Two (2) Storage Rooms (80 sf/ea)
- Two (2) Storage Rooms (135 sf/ea)
- Storage Room (50 sf)
- Conference Room (400 sf)
- Vestibule (65 sf)
- Lobby (420 sf)
- Electrical/IT Room (110 sf)
- Plus circulation and exterior wall space
- Option for attached Auditorium
 - Fixed seating with 125 seat capacity

Notes:

1. Division 'C' advised that as a cost saving measure, an addition to the existing office building would be acceptable as an alternative to a single new building. The addition is to include six (6) offices (150 sf/ea), radio room (400 sf), two (2) storage rooms (135 sf/ea), janitor's closet (35 sf), men's locker (275 sf), vestibule & lobby (485 sf), electric/IT room (110 sf) and a training room (430 sf). This

- equals 2,905 sf, plus 25% for exterior wall and circulation for a total of 3,650 sf of additional space. When added to the existing 2,750 sf, a total of 6,400 sf of office space is required.
2. Division 'C' advised that they have an emergency generator with enough capacity for a 9,200 sf building.
 3. Division 'C' is a 24/7 operation and must have use of the radio communication antenna at all times.

Maintenance Shop:

Condition: Fair

Existing Facilities – 4,900 sf (36'x130', plus mechanical)

- Six (6) Vehicle Maintenance Bays (3,500 sf)
 - Three (3) Maintenance Bays
 - Two (2) Paint Bays
 - One (1) Welding Bay
- Office for Maintenance Super. & Assistant Maintenance Super. (220 sf)
- Parts Storage (800 sf)
- Locker Rm./Toilet (180 sf)
- Mechanical (200 sf)

Stated Needs – Existing building (4,900 sf) plus an additional 9,600 sf = 14,500 sf (Total)

- Outside gravel area for washing vehicles
- Three (3) Drive-thru Maintenance Bays (4,800 sf)
- Paint Bay (1,500 sf)
- Fabrication/Welding Bay (825 sf)
- Small Maintenance Bay (400 sf)
- Oil Storage (200 sf)
- Wood Shop (375 sf)
- Hose & Fire Equipment Storage (500 sf)
- Office for Maintenance Super. & Assistant Maintenance Super. (200 sf)
- Pump & Tire Storage (400 sf)
- Parts Room (400 sf)

Notes:

1. Division 'C' advised that as a cost saving measure, the office, one drive-thru maintenance bay, wood shop, paint bay, hose storage, parts & tire storage, oil storage and their existing building would be acceptable as an alternate to the larger program. This revised program requests 5,175 sf of new space to be added to the existing 4,900 sf for a total of 10,075 sf required.
2. Parts Room needs to be climate controlled.
3. Oil Storage for a bulk oil dispensing system.

Storage:

Condition: Poor

Existing Facilities – 7,200 sf (Total)

- One (1) Building 50'x120' (6,000 sf)
- Twelve (12) Containers/Sheds 10'x10' (100 sf/ea) = 1,200 sf

Stated Needs - 7,200 sf

- NJDEP advised that they should have a storage building at least 40'x100'
- Division 'C' requested that the building match their existing capacity

R&D Office:

Condition: Poor

Existing Facilities – 3,000 sf (40'x75'),

- 3 staff office (approx. 500 sf)
- Testing & Fabrication area (approx. 2,500 sf)

Stated Needs – 3,000 sf (Total)

- Match existing spaces (3,000 sf)
- Division 'C' advised of the following:
 - R&D can share the paint bay with Maintenance
 - A new R&D building is not needed if existing can be refinished

E. OPTION 1 - Demolish and Rebuild

Option Description: See Site Plan SK-1

Option 1 provides new facilities for all functions. All existing structures are demolished except for the existing Maintenance Building and fueling station. This option provides the greatest increase in new building area, however it also has the largest impact on existing site vegetation and is the most expensive to construct.

The existing 2,750 sf office building would be demolished and replaced with a new 6,400 sf single story office building. The new building would include offices, locker rooms and a group training room, as well as an option for a 2,500 sf Auditorium with 125-seat capacity. The new Office Building would be classified as B, Business with the Auditorium classified as A-3, Assembly. The new Office Building would be a wood or steel stud framed wall and roof structure with insulation at the exterior envelope. Masonry construction would be used for exterior walls of the Auditorium with metal stud interior partitions. Both structures would have wood siding on the exterior walls and wood or metal sloped trusses and asphalt shingle roofs. All interior wall finishes would be painted drywall.

The existing Maintenance facility would remain and be expanded with a 9,600 sf steel frame and masonry construction addition, providing a total maintenance area of 14,500 sf. The new addition would provide straight-through drive access to three (3) new service bays. Also included in the Maintenance addition is a 1,500 sf painting bay, a wood shop, and a metal fabrication and welding bay. The new masonry construction would be classified as an S-1, Moderate-Hazard Storage facility and the painting bay classified as H-1, Moderate Hazard. Exterior walls would include wood siding over the masonry and steel frame and a metal panel roof would be provided. All interior walls would be painted masonry construction with insulation on the exterior envelope.

The existing storage containers along the south side of the site, as well as the Storage Building, would be removed and replaced with a new 7,200 sf pre-engineered steel, Storage Building. The new building would be classified as S-1, Storage, and would be located in the southeast corner of the site.

The existing R&D building would be demolished and a new 3,000 sf wood frame building constructed. The new R&D office would be classified as B, Business, and would be located in the south-east portion of the site. Exterior walls would be wood siding and the roof would be asphalt shingles. All interior walls would be drywall on wood or metal studs with insulation at the exterior envelope.

The new Storage and R&D Buildings will continue in use until the new facilities are complete. Because the new Office Building would occupy the same location as the existing Office, temporary office facilities would be required for the existing staff during construction.

The radio antenna currently attached to the existing office building would be replaced with a new tower to be located along the Northern property line.

Phasing:

Phase 1:

- Site wide removal of existing equipment, trailers, vehicles and debris.
- Construction of new Storage and R&D Buildings.

Phase 2:

- Relocation of R&D personnel and storage materials into new facilities.
- Provide temporary Office trailers and new antenna array.
- Relocate Office personnel into temporary facilities.
- Demolition of existing Office, Storage and R&D Buildings.

Phase 3:

- Construction of new Office Building, Auditorium, and Maintenance Building.
- Final site grading of all areas (except at temporary trailer locations).
- Pave parking areas.

Phase 4:

- Relocation of Office personnel into new building.
- Removal of temporary Office trailers.
- Final site grading at temporary trailer locations.

F. OPTION 2 – Additions – *RECOMMENDED OPTION*

Option Description: See Site Plan SK-2

Option 2 seeks to reuse all existing buildings (other than the Storage Building) and provides new additions to the Office and Maintenance Buildings. This option reduces the impact to the existing site vegetation and provides the lowest construction cost.

The existing Office Building would remain and be expanded with a 3,650 sf single story Office addition, providing a total office area of 6,400 sf. The new structure would incorporate additional offices, locker rooms, a group training room and an option for a 2,500 sf Auditorium with 125-seat capacity. The new Office Building would be classified

as B, Business, and the Auditorium would be classified as A-3, Assembly. The new Office Building would be wood or steel stud framed wall and roof structure with insulation at the exterior envelope. Masonry construction would be used for the exterior walls of the Auditorium with metal stud interior partitions. Both structures would have wood siding on the exterior walls and wood or metal sloped trusses with asphalt shingle roofs. The interior wall finishes would be painted drywall.

The existing Maintenance facility would remain and be expanded with a new 5,175 sf steel frame and masonry construction addition, providing a total maintenance area of 10,075 sf. The new addition would include a 1,500 sf painting bay, a wood shop, a welding bay and a single new service bay with straight-through drive access. The maintenance area would be classified as S-1, Moderate-Hazard Storage and the painting bay as H-1, Moderate Hazard. Exterior walls would include wood siding over the masonry and steel frame and a metal panel roof would be provided. All interior walls would be painted masonry construction with insulation on the exterior envelope.

The existing Storage Building on the north side of the site would be removed and replaced with a new 7,200 sf pre-engineered Storage Building, classified as S-1, Storage. The new Storage Building would be located in the southeast portion of the site.

The existing R&D Building would remain with new interior finishes to be provided.

Whenever possible new trees would be introduced to help reduce the impact on site vegetation removed for new construction.

Due to lower costs, simplified phasing which does not require temporary personnel facilities, and reduced impact on building operations, Option 2 is recommended.

Phasing:

Phase 1:

- Site wide removal of existing equipment, trailers, vehicles and debris.
- Construction of new antenna array on east side of existing Office.
- New finishes to existing R&D Building.

Phase 2:

- Demolition of existing antenna array.
- Construction of new Office Addition, Auditorium, and Storage Building.

Phase 3:

- Demolition of existing Storage Building.

Phase 4:

- Construction of new Maintenance Addition.
- Final site grading & paving.

G. OPTION 3 – *New with Existing to Remain*

Option Description: See Site Plan SK-3

In Option 3 the existing Office, Maintenance Shop and R&D Buildings would remain. New interior finishes would be provided at the existing R&D Building. In addition to the existing structures, three new buildings would be constructed.

A new 6,400 sf single story Office Building would be constructed to provide additional offices, new locker rooms, a group training room and an option for a 2,500 sf Auditorium with 125-seat capacity. As requested by NJDEP, the two office functions would be separated and provide a total office area of 9,150 sf. The new Office Building would be wood or steel stud framed walls with insulation at the exterior envelope. Masonry construction would be used for the Auditorium. Both structures would have wood siding on the exterior walls and wood or metal trusses with asphalt shingle roofs. The interior wall finishes would be painted drywall.

A new 9,600 sf Maintenance Shop would provide three (3) additional service bays with straight-through drive access, a wood shop, a 1,500 sf paint bay and a fabrication and welding bay. The two Maintenance Shops would be separated and provide a total maintenance area of 14,500 sf. The steel frame and masonry construction would be classified as an S-1, Moderate-Hazard Storage facility with the painting bay classified as H-1, Moderate Hazard. Exterior walls would include wood siding over the masonry and steel frame and a metal panel roof would be provided. All interior walls would be painted masonry construction with insulation on the exterior envelope.

The existing storage containers along the north side of the site would be removed. A new 7,200 sf pre-engineered steel, metal panel construction, classified as S-1, Storage would be located in the northern portion of the site.

Phasing:

Phase 1:

- Site wide removal of existing equipment, trailers, vehicles and debris.
- New finishes to existing R&D Building.

Phase 2:

- Demolition of existing Storage Building.

Phase 3:

- Construction of new Office Building, Auditorium, Maintenance and Storage Buildings.

Phase 4:

- Relocation of personnel and storage materials into new facilities.
- Removal of temporary storage trailers.
- Final site grading & paving.

H. **CODE/REGULATION ANALYSIS** (Based on Recommended Layout Option 2)

Codes

1. The codes used in this study were:
 - a. The 2009 New Jersey Edition of the International Building Code (IBC)
 - b. The 2009 edition of the National Standard Plumbing Code (NSPC)
 - c. The 2008 edition of the National Electric Code (NEC)
 - d. The New Jersey Uniform Construction Code (NJUCC)
 - i. Subchapter 7- Barrier Free Subcode
 1. Section 5:23-7.7 - Exterior accessible routes
 2. Section 5:23-7.8 - Accessible building entrances

Occupancy Classifications

1. The Office Building and R&D Building would be B, Business classifications. The Auditorium (part of the Office Building) would be A-3, Assembly. The Maintenance Building would be S-1, Moderate-Hazard Storage, with the painting bay in the Maintenance Building classified as H-1, Moderate Hazard. The Storage Building would be classified as S-1, Moderate Hazard Storage.

Construction Classification

1. Constructed of wood frame, the Office Building would be classified as VB construction type. The masonry Auditorium would be classified as IIB construction type. The steel frame and masonry constructed Maintenance Building and the pre-engineered metal Storage Building would both be classified as IIB construction.

Occupancy

Allowable occupancy based on IBC 2009 - NJ Edition Table 1004.1.1

1. New Office Addition: 3,200 sf / 100 sf per occ. = 32 Occupants
2. Existing Office Building: 3,000 sf / 100 sf per occ. = 30 Occupants (Unchanged)
3. New Auditorium: 125 seats + 250 sf/5 sf per occ. = 175 Occupants
4. Existing R&D Building: 3,000 sf /100 sf per occ. = 30 Occupants (Unchanged)
5. Existing Maintenance Building: 5,200 sf / 100 sf per occ. = 10 Occupants (Unchanged)
6. New Maint. Building (not including Paint Bay): 5,920 sf / 500 sf per occ. = 11 Occupants
7. New Paint Bay: 490 sf / 200 sf per occ. = 2 Occupants
8. New Storage Building: 7,200 sf / 500 sf per occ. = 14 Occupants

Fire Protection Requirements

Requirement based on IBC 2009 – NJ Edition Section 903

1. New Maintenance Building (not including Paint Bay), Classification S-1 Moderate Hazard Storage – Although not required, it is recommended that the Maintenance Building be equipped with a fire suppression system throughout due to the storage of tires and motor oil along with welding activities.

2. New Paint Bay, Classification H-1, Moderate Hazard – Fire protection is required in all H classifications.

Fire Alarm and Detection Systems

All buildings except the Office and R&D Buildings are required to be equipped with Fire Alarm and Detection Systems in compliance with IBC 2009 - NJ Edition Section 907. Although not required for Business classified buildings, it is recommended that all new buildings be equipped with Automatic Fire Alarm and Detection Systems.

Fire Separation Distance

All buildings meet or exceed the requirements for fire separation distance indicated in the IBC 2009 - NJ Edition Table 602. The fire separation wall between the new Office Building and optional Auditorium would be a 3 hour assembly. The fire separation wall between the new Maintenance Building and the Paint Bay would be a 4 hour assembly.

I. BUDGET COSTS ESTIMATES:

OPTION 1 - Demolish & Build

Site Work Construction Cost Estimate (CCE):.....	\$ 1,077,954
New Office Building Construction Cost Estimate (CCE):	\$ 1,908,360
New Auditorium Construction Cost Estimate (CCE).....	\$ 950,583
New Maintenance Building Construction Cost Estimate (CCE)	\$ 3,281,813
New Storage Building Construction Cost Estimate (CCE).....	\$ 1,022,293
New Research & Development Building Construction Cost Estimate (CCE)	\$ 921,495
<hr/>	
Total Budget Construction Cost Estimate (CCE):.....	\$ 9,162,497
Total Budget Construction Working Estimate (CWE):	\$12,016,615

OPTION 2 - Additions

Site Work Construction Cost Estimate (CCE):.....	\$ 752,994
New Office Addition Construction Cost Estimate (CCE):.....	\$ 1,131,582
New Auditorium Construction Cost Estimate (CCE)	\$ 950,583
New Maintenance Addition Construction Cost Estimate (CCE)	\$ 1,952,980

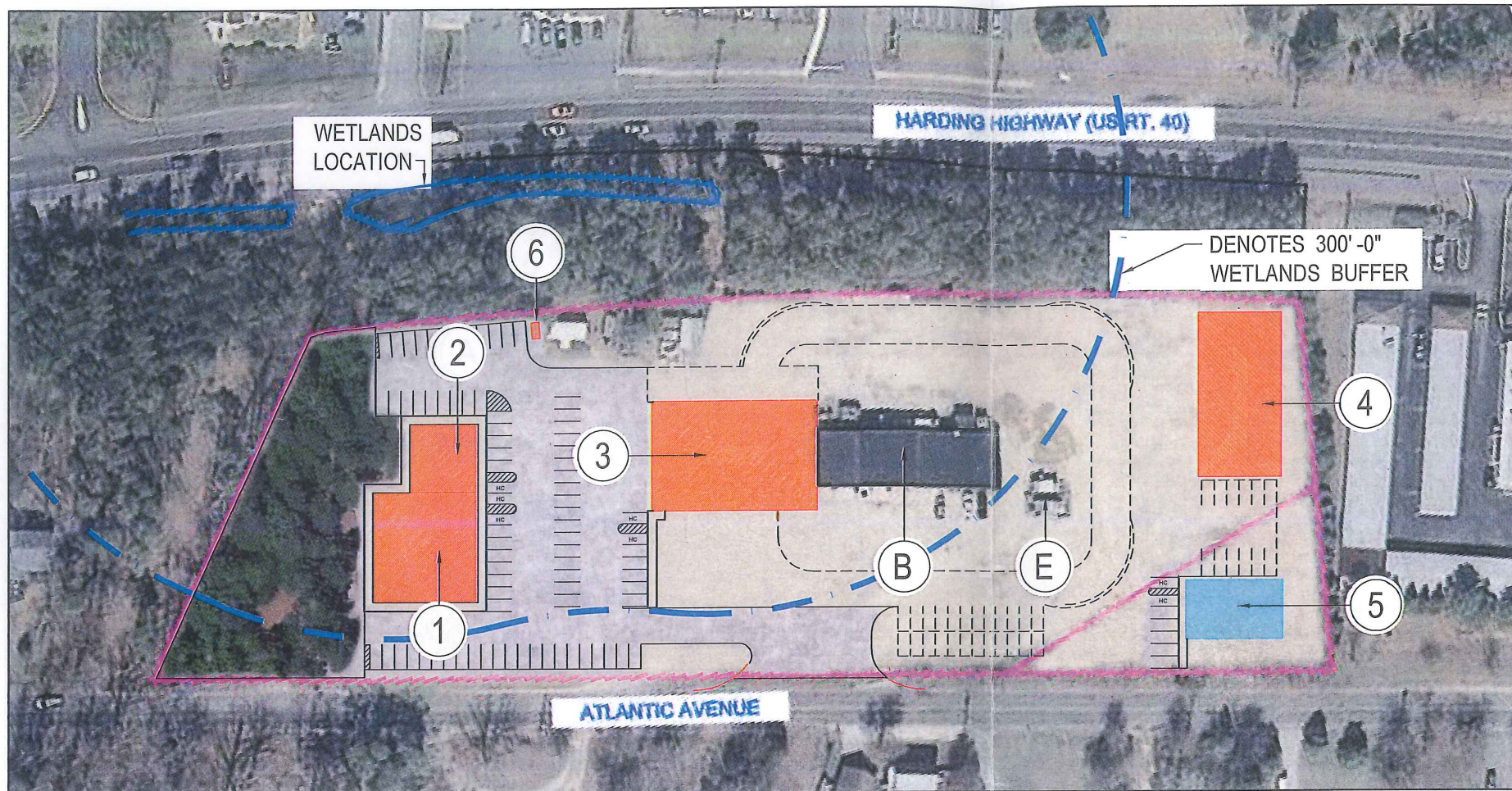
New Storage Building Construction Cost Estimate (CCE).....	\$ 1,022,293
New Finishes for Existing Research & Development Building (CCE)	\$ 75,000
<hr/>	
Total Budget Construction Cost Estimate (CCE):.....	\$ 5,885,432
Total Budget Construction Working Estimate (CWE):	\$7,718,744

OPTION 3 - New with Existing to Remain

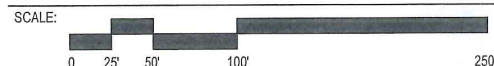
Site Work Construction Cost Estimate (CCE):.....	\$ 965,673
New Office Building Construction Cost Estimate (CCE):	\$ 1,782,033
New Auditorium Construction Cost Estimate (CCE).....	\$ 950,583
New Maintenance Building Construction Cost Estimate (CCE)	\$ 3,281,813
New Storage Building Construction Cost Estimate (CCE)	\$ 1,022,293
New Finishes for Existing Research & Development Building (CCE)	\$ 75,000
<hr/>	
Total Budget Construction Cost Estimate (CCE):.....	\$ 8,077,394
Total Budget Construction Working Estimate (CWE):	\$10,593,502

(Does not include Furnishings, Office Equipment, Portable Maintenance Equipment, Hazardous Design Abatement and Escalation to Mid-Point of Construction)

J. EXHIBITS: *(See Attached)*



OPTION 1 - PROPOSED SITE PLAN



CONSTRUCTION PHASING:

- PHASE 1:**
- SITE WIDE REMOVAL OF EXISTING EQUIPMENT, TRAILERS, VEHICLES AND DEBRIS
 - CONSTRUCTION OF NEW STORAGE AND RESEARCH & DEVELOPMENT BUILDINGS
- PHASE 2:**
- RELOCATION OF R&D PERSONNEL AND STORAGE MATERIALS INTO NEW FACILITIES
 - PROVIDE TEMPORARY OFFICE TRAILERS AND NEW ANTENNA ARRAY
 - RELOCATE OFFICE PERSONNEL INTO TEMPORARY FACILITIES
 - DEMOLITION OF EXISTING OFFICE BUILDING, STORAGE BUILDING, AND RESEARCH & DEVELOPMENT BUILDING
- PHASE 3:**
- CONSTRUCTION OF NEW OFFICE BUILDING, AUDITORIUM, MAINTENANCE BUILDING AND NEW ANTENNA ARRAY
 - FINAL SITE GRADING OF ALL AREAS (EXCEPT AT TEMPORARY TRAILER LOCATIONS)
 - PAVE PARKING AREAS
- PHASE 4:**
- RELOCATION OF OFFICE PERSONNEL INTO NEW FACILITIES
 - REMOVAL OF TEMPORARY OFFICE TRAILERS AND ANTENNA ARRAY
 - FINAL SITE GRADING AT TEMPORARY TRAILER LOCATIONS

	PROPOSED	EXISTING	DIFFERENCE
PERVIOUS AREA:	130,555 S.F.	172,410 S.F.	- 41,855 S.F.
IMPERVIOUS AREA:	81,445 S.F.	39,590 S.F.	+ 41,855 S.F.
	PROPOSED	EXISTING	DIFFERENCE
TOTAL BUILDING AREA:	33,600 S.F.	17,850 S.F.	+ 15,750 S.F.

OPTION 1 - PROPOSED SITE PLAN

DIVISION C - FOREST FIRE HQ COMPLEX

EXISTING CONSTRUCTION TO REMAIN:

- (B) - EXISTING MAINTENANCE SHOP (4,900 SF)
 (E) - EXISTING FUELING STATION

TOTAL AREA OF EXISTING BUILDINGS TO REMAIN: 4,900 SF

NEW CONSTRUCTION:

- (1) - NEW OFFICE (6,400 SF)
 (2) - NEW AUDITORIUM (2,500 SF)
 (3) - NEW MAINTENANCE SHOP (9,600 SF)
 (4) - NEW STORAGE BUILDING (7,200 SF)
 (5) - NEW RESEARCH & DEVELOPMENT (3,000 SF)
 (6) - NEW ANTENNA ARRAY

TOTAL AREA OF PROPOSED NEW BUILDINGS: 28,700 SF

PARKING:

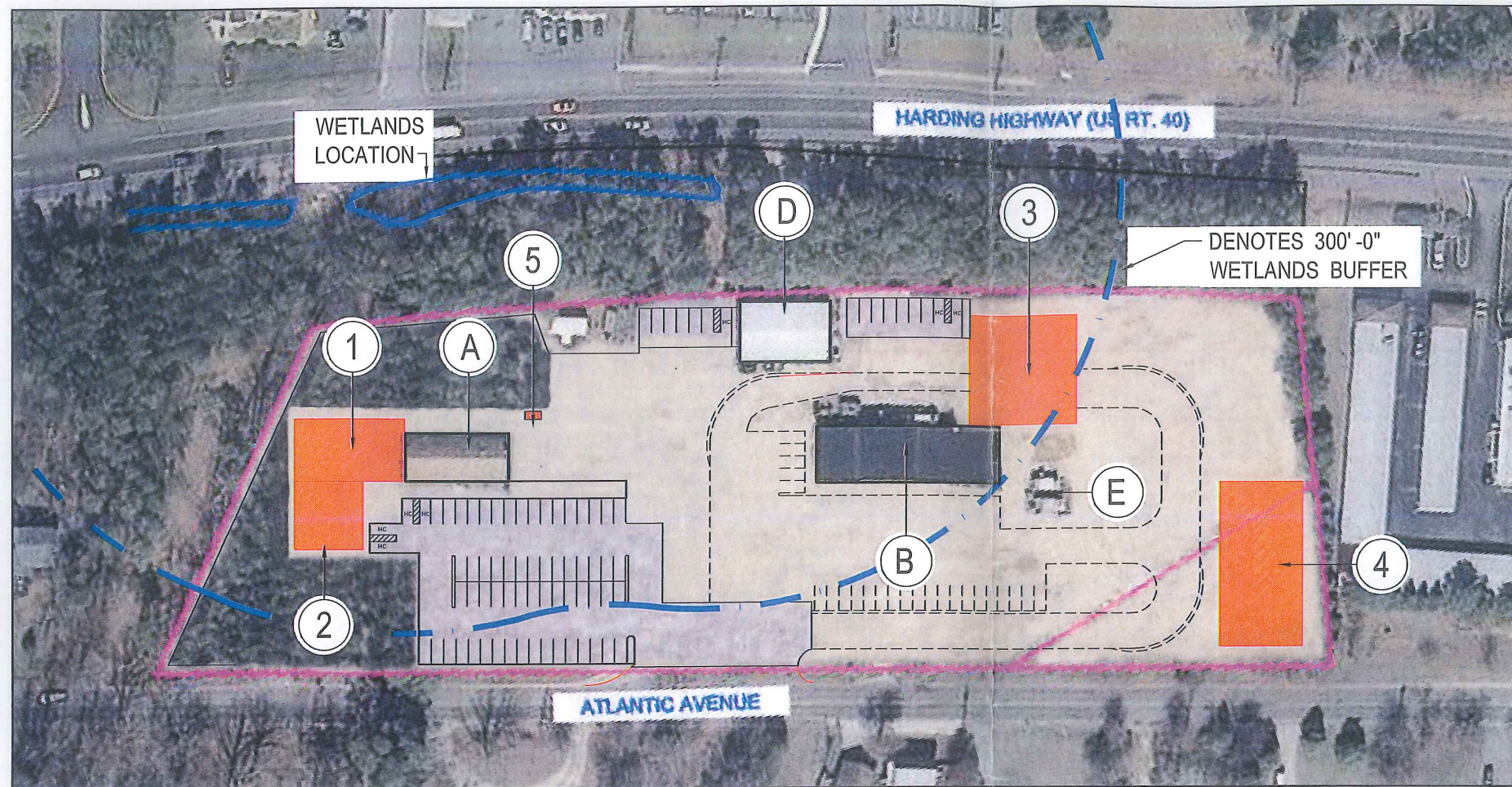
	PROPOSED	REQUIRED
- OFFICE:		
STANDARD:	21	21
HC:	1	1
SUBTOTAL:	22	22
- AUDITORIUM:		
STANDARD:	40	40
HC:	2	2
SUBTOTAL:	42	42
- MAINTENANCE (NEW BLDG.):		
STANDARD:	15	15
HC:	2	1
SUBTOTAL:	17	16
- MAINTENANCE (EXISTING BLDG.):		
STANDARD:	24	23
HC:	0	1
SUBTOTAL:	24	24
- STORAGE:		
STANDARD:	8	7
HC:	0	1
SUBTOTAL:	8	8
- R&D:		
STANDARD:	6	6
HC:	2	1
SUBTOTAL:	8	7
PARKING TOTAL:	121	119

LEGEND

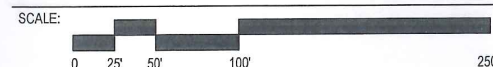
- NEW PAVING
- UNPAVED AREA
- UNPAVED DRIVE LANE
- PAVED DRIVE LANE



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OPTION 2 - PROPOSED SITE PLAN



CONSTRUCTION PHASING:

- PHASE 1: • SITE WIDE REMOVAL OF EXISTING EQUIPMENT, TRAILERS, VEHICLES AND DEBRIS
• CONSTRUCTION OF NEW ANTENNA ARRAY ON EAST SIDE OF EXISTING OFFICE
• NEW FINISHES TO EXISTING RESEARCH & DEVELOPMENT BUILDING
- PHASE 2: • DEMOLITION OF EXISTING ANTENNA ARRAY.
• CONSTRUCTION OF NEW OFFICE ADDITION, AUDITORIUM, AND STORAGE BUILDING.
- PHASE 3: • DEMOLITION OF EXISTING STORAGE BUILDING
- PHASE 4: • CONSTRUCTION OF NEW MAINTENANCE ADDITION.
• FINAL SITE GRADING & PAVING

	PROPOSED	EXISTING	DIFFERENCE
PERVIOUS AREA:	147,890 S.F.	172,410 S.F.	- 24,520 S.F.
IMPERVIOUS AREA:	64,110 S.F.	39,590 S.F.	+ 24,520 S.F.

	PROPOSED	EXISTING	DIFFERENCE
TOTAL BUILDING AREA:	29,175 S.F.	17,850 S.F.	+ 11,325 S.F.

PERVIOUS AREA:	146,565 S.F.
IMPERVIOUS AREA:	65,435 S.F.

LEGEND

	NEW PAVING
	UNPAVED AREA
	UNPAVED DRIVE LANE
	PAVED DRIVE LANE

OPTION 2 - PROPOSED SITE PLAN

DIVISION C - FOREST FIRE HQ COMPLEX

EXISTING CONSTRUCTION TO REMAIN:

- (A) - EXISTING OFFICE (2,750 SF)
- (B) - EXISTING MAINTENANCE SHOP (4,900 SF)
- (D) - EXISTING RESEARCH & DEVELOPMENT (3,000 SF)
- (E) - EXISTING FUELING STATION

TOTAL AREA OF EXISTING BUILDINGS TO REMAIN: 10,650 SF

NEW CONSTRUCTION:

- (1) - OFFICE ADDITION (3,650 SF)
- (2) - NEW AUDITORIUM (2,500 SF)
- (3) - MAINTENANCE SHOP ADDITION (5,175 SF)
- (4) - NEW STORAGE BUILDING (7,200 SF)
- (5) - NEW ANTENNA ARRAY

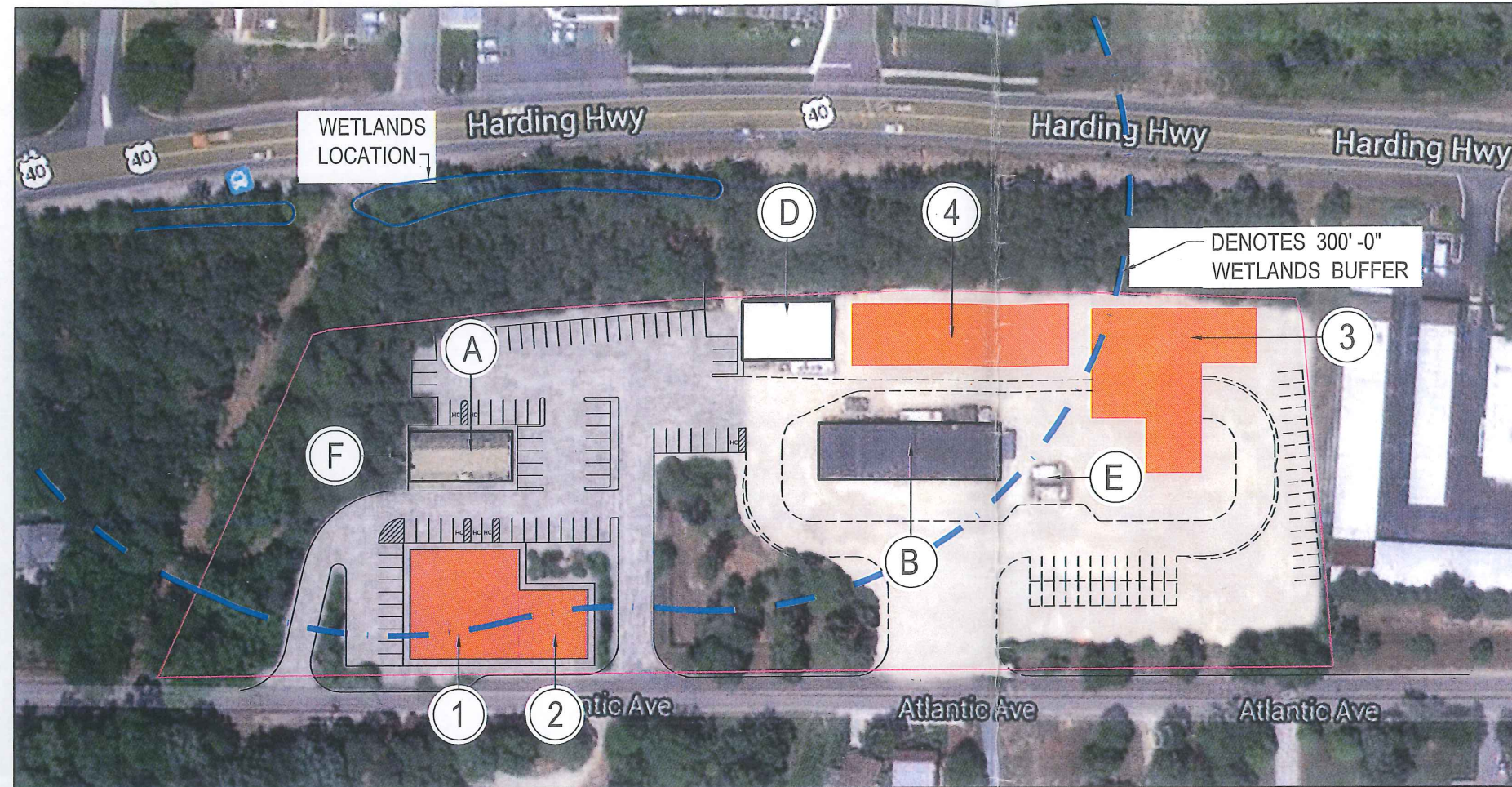
TOTAL AREA OF PROPOSED NEW BUILDINGS: 18,525 SF

PARKING:

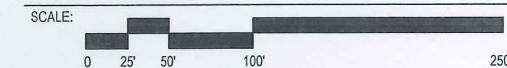
	PROPOSED	REQUIRED
- OFFICE (NEW):		
STANDARD:	10	10
HC:	1	1
SUBTOTAL:	11	11
- OFFICE (EXISTING):		
STANDARD:	9	9
HC:	1	1
SUBTOTAL:	10	10
- AUDITORIUM:		
STANDARD:	40	40
HC:	2	2
SUBTOTAL:	42	42
- MAINTENANCE (NEW BLDG.):		
STANDARD:	7	7
HC:	2	1
SUBTOTAL:	9	8
- MAINTENANCE (EXISTING BLDG.):		
STANDARD:	24	23
HC:	0	1
SUBTOTAL:	24	24
- STORAGE:		
STANDARD:	8	7
HC:	0	1
SUBTOTAL:	8	8
- R&D:		
STANDARD:	6	6
HC:	1	1
SUBTOTAL:	7	7
PARKING TOTAL:	111	110



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OPTION 3 - PROPOSED SITE PLAN



CONSTRUCTION PHASING:

- PHASE 1: • SITE WIDE REMOVAL OF EXISTING EQUIPMENT, TRAILERS, VEHICLES AND DEBRIS.
• NEW FINISHES TO EXISTING RESEARCH & DEVELOPMENT BUILDING
- PHASE 2: • DEMOLITION OF EXISTING STORAGE BUILDING
- PHASE 3: • CONSTRUCTION OF NEW OFFICE BUILDING, AUDITORIUM, MAINTENANCE AND STORAGE BUILDINGS
- PHASE 4: • RELOCATION OF PERSONNEL AND STORAGE MATERIALS INTO NEW FACILITIES.
• REMOVAL OF TEMPORARY STORAGE TRAILERS.
• FINAL SITE GRADING & PAVING

	PROPOSED	EXISTING	DIFFERENCE
PERVIOUS AREA:	131,850 S.F.	172,410 S.F.	- 40,560 S.F.
IMPERVIOUS AREA:	80,150 S.F.	39,590 S.F.	+ 40,560 S.F.
TOTAL BUILDING AREA:	36,350 S.F.	17,850 S.F.	+ 18,500 S.F.

LEGEND

- NEW PAVING
- UNPAVED AREA
- UNPAVED DRIVE LANE
- PAVED DRIVE LANE

OPTION 3 - PROPOSED SITE PLAN

DIVISION C - FOREST FIRE HQ COMPLEX

EXISTING CONSTRUCTION TO REMAIN:

- (A) - EXISTING OFFICE (2,750 SF)
- (B) - EXISTING MAINTENANCE SHOP (4,900 SF)
- (D) - EXISTING RESEARCH & DEVELOPMENT (3,000 SF)
- (E) - EXISTING FUELING STATION
- (F) - EXISTING ANTENNA ARRAY

TOTAL AREA OF EXISTING BUILDINGS TO REMAIN: 10,650 SF

NEW CONSTRUCTION:

- (1) - OFFICE BUILDING (6,400 SF) (6,400 SF)
- (2) - NEW AUDITORIUM (2,500 SF) (2,500 SF)
- (3) - MAINTENANCE SHOP (9,600 SF) (9,600 SF)
- (4) - NEW STORAGE BUILDING (7,200 SF) (7,200 SF)

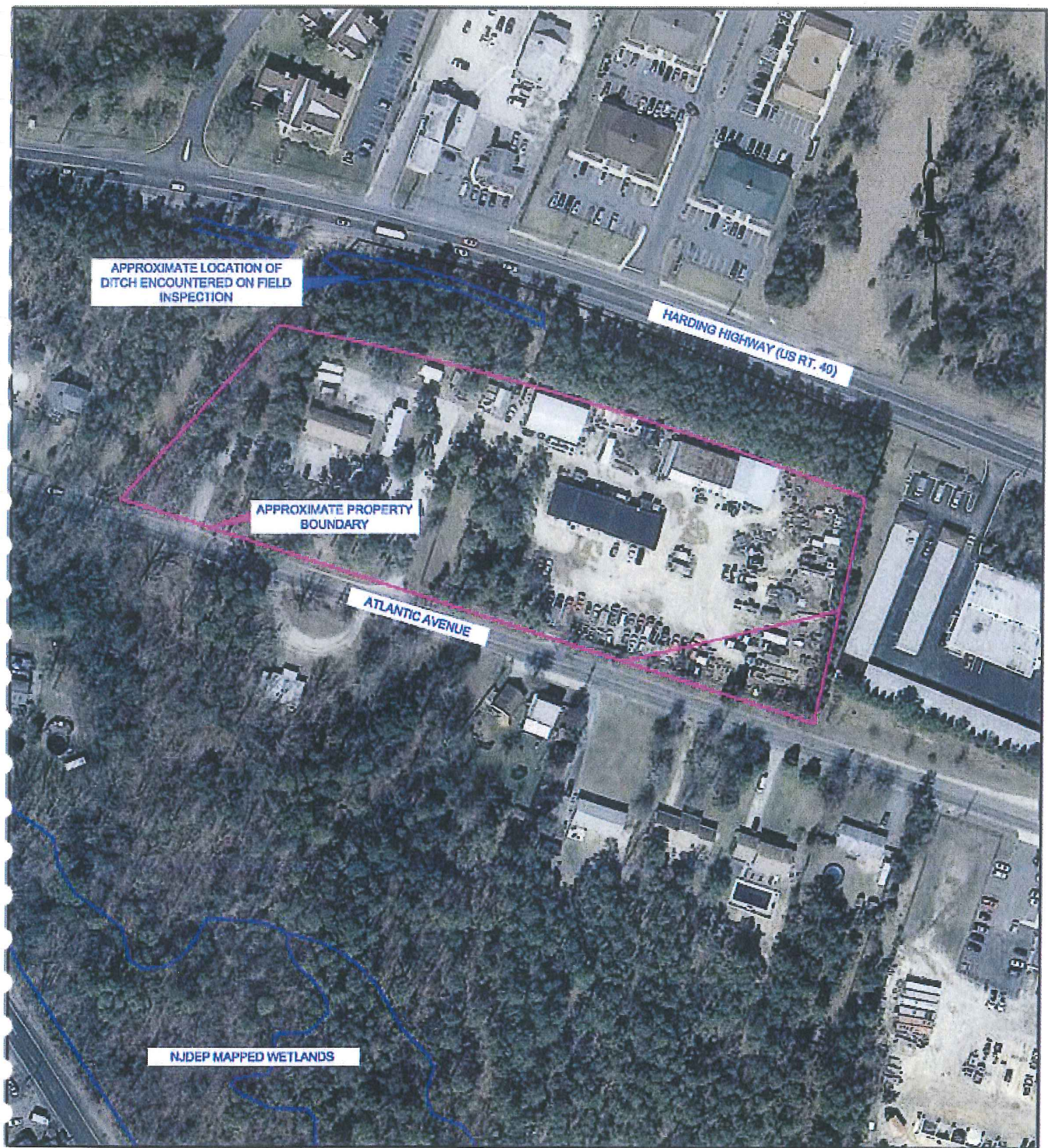
TOTAL AREA OF PROPOSED NEW BUILDINGS: 25,700 SF

PARKING:

	PROPOSED	REQUIRED
- OFFICE (NEW):		
STANDARD:	21	21
HC:	1	1
SUBTOTAL:	22	22
- OFFICE (EXISTING):		
STANDARD:	9	9
HC:	1	1
SUBTOTAL:	10	10
- AUDITORIUM:		
STANDARD:	40	40
HC:	2	2
SUBTOTAL:	42	42
- MAINTENANCE (NEW BLDG.):		
STANDARD:	15	15
HC:	2	1
SUBTOTAL:	17	16
- MAINTENANCE (EXISTING BLDG.):		
STANDARD:	24	23
HC:	0	1
SUBTOTAL:	24	24
- STORAGE:		
STANDARD:	8	7
HC:	0	1
SUBTOTAL:	8	8
- R&D:		
STANDARD:	6	6
HC:	1	1
SUBTOTAL:	7	7
PARKING TOTAL:	130	129



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**Fralinger
Engineering PA**

629 Shiloh Pike
Bridgeton, NJ 08302
Phone: (856) 451-2990
Fax: (856) 455-9702

www.fralinger.com



LEGEND
SITE BOUNDARY

115 Fifth St.
Salem, NJ 08079
Phone: (856) 935-0688
Fax: (856) 935-2608

NJDEP WETLANDS MAP WITH FIELD OBSERVATION

PREPARED FOR
LAMMEY & GIORGIO ASSOCIATES
BLOCK 987 LOTS 2 & 3 - HAMILTON TWP., ATLANTIC CO.
SCALE 1" = 150'

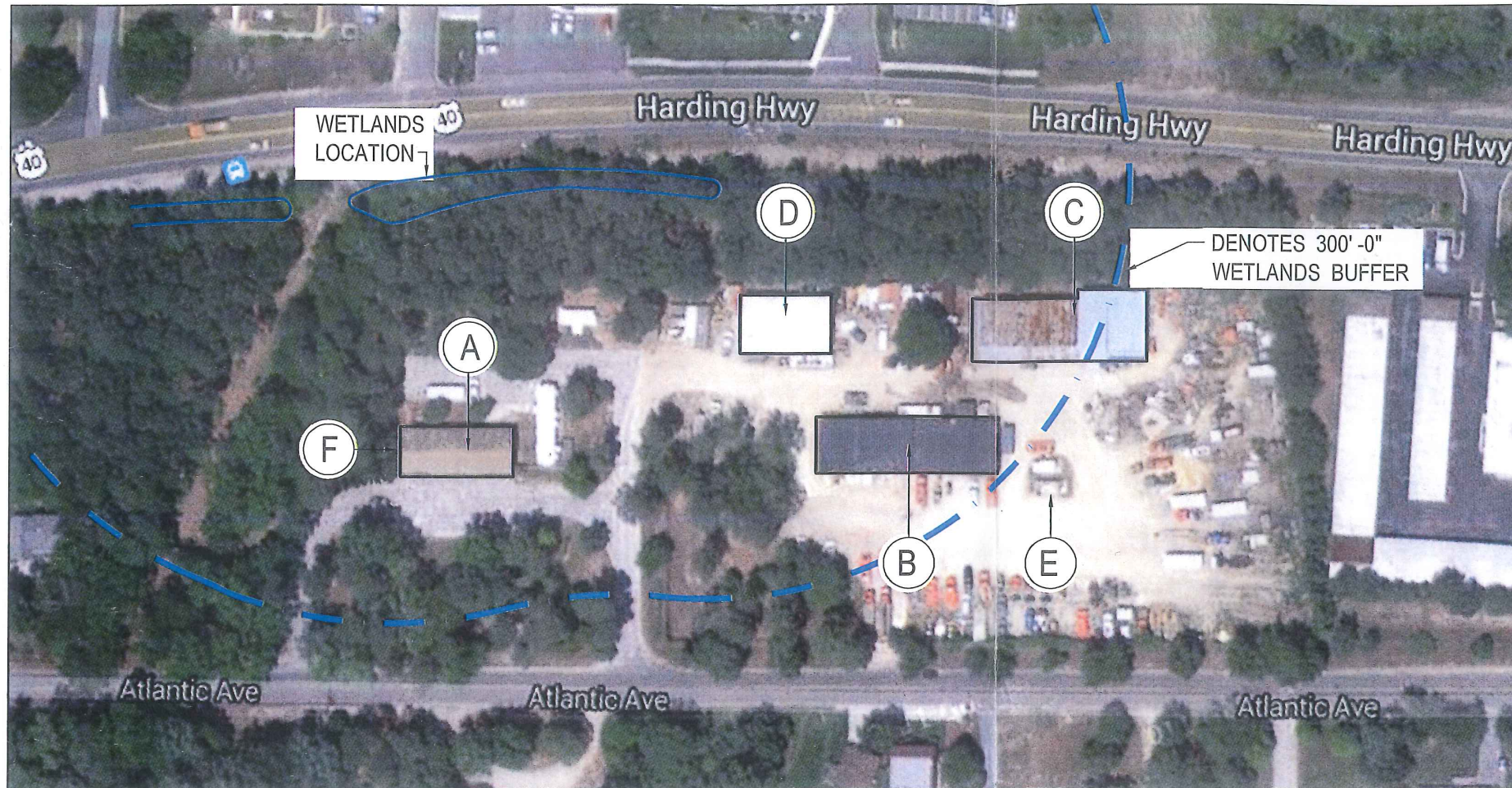
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Project Nr.: 27722.00

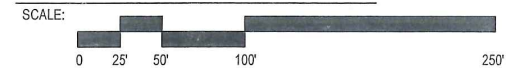
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CADD File No.: 27722-06.DWG

EXHIBIT 'C'



EXISTING SITE PLAN



EXISTING
 PERVIOUS AREA: 172,410 S.F.
 IMPERVIOUS AREA: 39,590 S.F.
 TOTAL BUILDING AREA: 17,850 S.F.

EXISTING SITE PLAN

DIVISION C - FOREST FIRE HQ COMPLEX

APPROXIMATE SIZE: 4.89 ACRES

EXISTING BUILDINGS:

- (A) - EXISTING OFFICE (2,750 SF)
 - (B) - EXISTING MAINTENANCE SHOP (4,900 SF)
 - (C) - EXISTING STORAGE FACILITIES (7,200 SF)
 - (D) - EXISTING RESEARCH & DEVELOPMENT (3,000 SF)
 - (E) - EXISTING FUELING STATION
 - (F) - EXISTING ANTENNA ARRAY
- TOTAL AREA OF EXISTING BUILDINGS: 17,850 SF

PARKING:

	EXISTING	REQUIRED
- OFFICE :		
STANDARD:	25	9
HC:	0	1
SUBTOTAL:	25	10
- MAINTENANCE BLDG :		
STANDARD:	32 ±	23
HC:	0	1
SUBTOTAL:	32±	24
- STORAGE :		
STANDARD:	31±	7
HC:	0	1
SUBTOTAL:	31±	8
- R&D :		
STANDARD:	7 ±	6
HC:	0	1
SUBTOTAL:	7	7
PARKING TOTAL:	95 ±	52

LEGEND

- EXISTING PAVING
- UNPAVED AREA



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DEVELOPMENT STUDY

For The

NEW JERSEY FOREST FIRE SERVICE DIVISION C HEADQUARTERS COMPLEX

PREPARED FOR:

Lamney & Giorgio Associates
215 Highland Avenue, Suite B
Haddon Township, NJ 08108



Presented by:



OUR COMM. NO. 27722.00

November 2013

EXHIBIT 'C'

Introduction:

On behalf of Lammey & Giorgio Architects, Fralinger Engineering PA has conducted a site feasibility study for the development of a new office complex for the New Jersey Department of Environmental Protection (NJDEP) Division of Fish and Wildlife Forest Fire Service. The scope of work entailed the investigation of available utilities including water, sewer, gas, and electricity, and the investigation of the potential for freshwater wetland areas.

The subject property is known as 5555 Atlantic Avenue, Mays Landing, New Jersey, 08330. It is the current location of the Forest Fire Service Division C Headquarters.

Site Review:

The subject property is known as Block 987, Lots 2 and 3 in the Township of Hamilton, Atlantic County. The site is accessed from Atlantic Avenue, a Township maintained roadway to the south. The property's main entrance is located approximately 1,000 feet east of the intersection of Atlantic Avenue and Mays Landing – Somers Point Road (Atlantic County Route 559). There are two entrances to the site. The Appendix contains the Hamilton Township Tax Assessment Map and USGS Map – Mays Landing, NJ Quad depicting the subject property location.

Existing Structures and Improvements

The subject property is the current location of the Division C Headquarters. There is an office building with parking areas for visitors and employees. There is a large maintenance garage, a garage for research and development, a wood shop, a lean-to storage area, a separate trailer for additional offices, and numerous storage containers located throughout the site. There are above ground fuel storage tanks, and vehicle/equipment storage also throughout the site. The majority of the property is open with earthen driving areas, vehicle storage, and interior site access lanes. A small wooded area exists in front and on the east side of the main office building, and between the main office and the maintenance garage. The two entrances to the site are sized sufficiently for both regular vehicles and for larger trucks and forest fire equipment.

Water:

The main office building, office trailer, and maintenance garage are all serviced by public water provided by Hamilton Township Municipal Utility Authority. There is a 12" water main located on the unnamed Township road located adjacent to the subject property's eastern boundary. The current water service connects to this main on the east side of the office building.

Sewer:

The subject property is serviced by public sanitary sewer maintained by Hamilton Township Municipal Utilities Authority. There is a 12" sanitary sewer main located within the right-of-way of Atlantic Avenue. The existing office building and the maintenance garage each have a sewer lateral connecting to the sewer main.

Gas:

The subject property has natural gas service tied into the gas main located on Atlantic Avenue. Natural Gas service is provided by South Jersey Gas.

Electric:

Electric is provided to the subject property from Atlantic Avenue and is provided by Atlantic City Electric.

Freshwater Wetlands, Flood Hazard Areas, and Pinelands

The subject property is located approximately 1,000 feet east of the Watering Race Branch of the Great Egg Harbor River, which is the closest tributary water to the site. According to the NJDEP Landscape Project Version 3.0, a GIS-based environmental mapping tool, no freshwater wetlands are mapped on the subject property.

Based on the site visit conducted on October 23, 2013, it was determined that freshwater wetlands are present on Block 987, Lot 1. This parcel runs between the subject property, Lot 2 and Harding Highway (U.S. Route 40). The wetland area in question is a man-made ditch, approximately 5 – 8 feet wide, which handles the flow from storm sewers on Harding Highway. The ditch occurs along the right of way to Harding Highway. The ditch is located approximately 100 feet north of the fence along the northern property boundary. It has not been determined if the ditch is a man-made tributary to Watering Race Branch or if it is isolated. The New Jersey Pinelands Commission (Pinelands) regulates land development and freshwater wetlands within the Pinelands Management Area. Pinelands typically assign a 300' wide transition area buffer to wetlands.

The Appendix contains the NJDEP wetland mapping for the subject property. This map also depicts the approximate location of the ditch that was observed during the site visit.

According to the FEMA Region 2 Preliminary Work Flood Mapping (the most current available flood mapping for NJ), the subject property is not located within a 100-year flood zone, nor is there a 100-year flood zone in proximity to the subject property. A reduced-size copy of the FEMA Preliminary Work Map is included in the Appendix.

The subject property is located within an area regulated by the New Jersey Pinelands Commission and all property development is regulated under the Pinelands Comprehensive Management Plan. This regulation includes Pinelands oversight of stormwater management, allowable impervious cover and land and vegetation disturbance within proximity to freshwater wetlands.

Conclusion:

The project as discussed by NJDEP and Lammey & Giorgio includes either constructing a new office complex and demolishing the existing office or reconstructing and expanding the existing office building. The maintenance garage may be expanded and many of the outbuildings and storage areas will be consolidated into a new storage building.

The subject property is suitable for the construction of a new office complex or reconstructing and expanding the existing office and garages. The property has a full complement of available utilities, all of which currently have hook-ups to the existing facilities. Public sanitary sewer and water are currently servicing the property. Electric, natural gas, phone, and communication utilities are also available and servicing the property.

Any site development will have to be reviewed and approved by the Pinelands Commission, as the property occurs within the Pinelands Management Area. This will also include maintaining sufficient transition area buffers from the wetlands associated with the man-made ditch that is located on the northern adjoiner property known as Block 987 Lot 1. The transition area buffers are typically up to 300' wide, which may be reduced based on site-specific parameters such as existing development and the ecological value of the areas surrounding the wetland. This would be determined by the Pinelands Commission during their review of any development applications.

Appendix:

Hamilton Township Tax Assessment Map
USGS Topographic Map, Mays Landing, NJ Quad
NJDEP Wetland Map
FEMA Preliminary Work Map



NOTE: LOT 10 ELIMINATED



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LEGEND

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HAMILTON TOWNSHIP TAX ASSESSMENT MAP

PREPARED FOR
LAMMEY & GIORGIO ASSOCIATES
BLOCK 987 LOTS 2 & 3
NOT TO SCALE

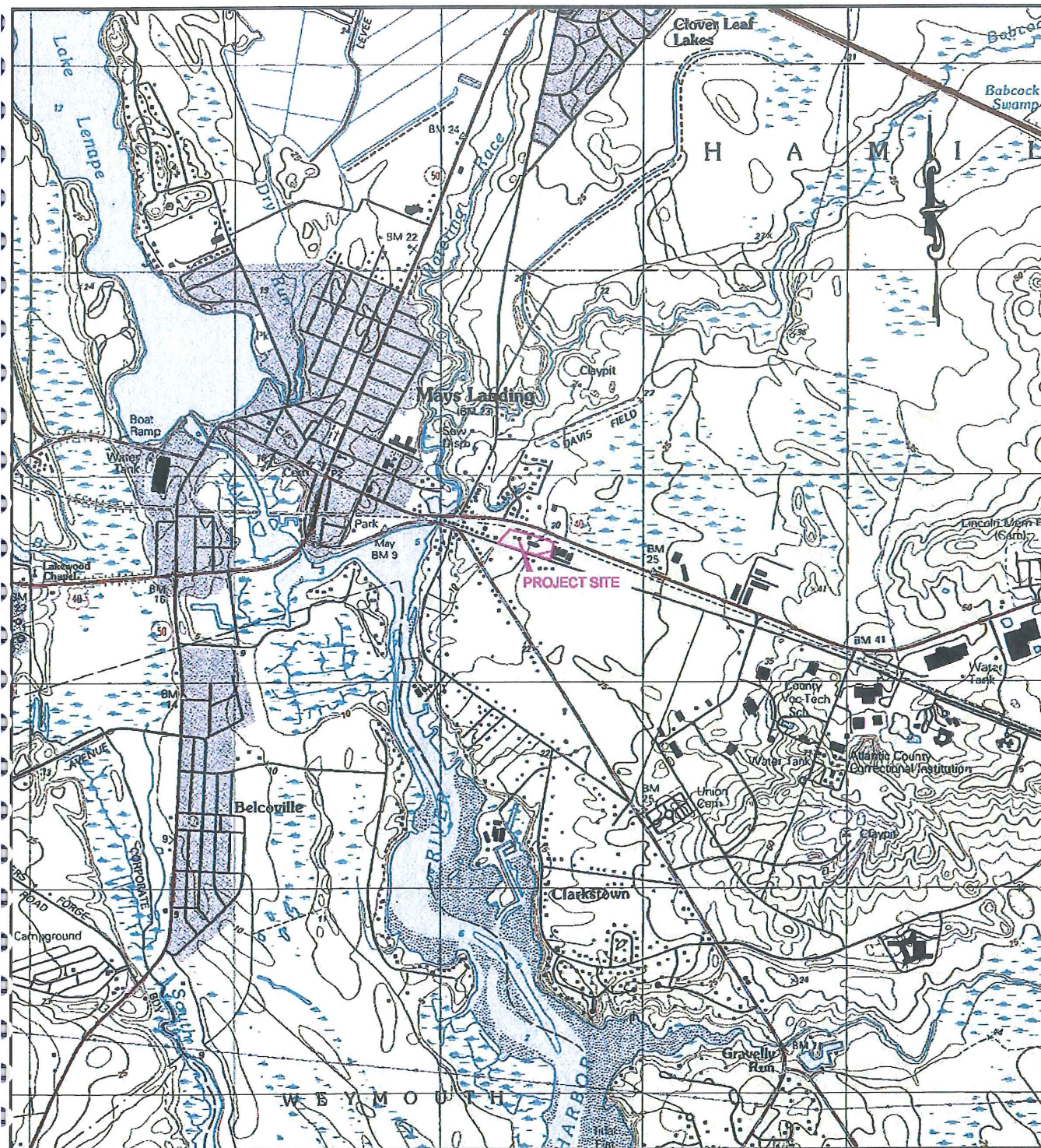
Date: 11-4-13

Project Nr.: 27722.00

DRAWN BY: AG

CADD File No.: 27722-00.DWG

EXHIBIT 'C'



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USGS TOPOGRAPHIC MAP, MAYS LANDING, NJ QUAD

PREPARED FOR
LAMMEY & GIORGIO ASSOCIATES
BLOCK 987 LOTS 2 & 3 - HAMILTON TWP., ATLANTIC CO.
SCALE 1" = 2,000'

Date: 11-4-13

Project Nr.: 27722.00

DRAWN BY: AG

CADD File No.: 27722-00.DWG

EXHIBIT 'C'



EXHIBIT 'C'



Front exterior of office.
EXHIBIT 'D'



Rear exterior of office.
EXHIBIT 'D'



Utilities in partial basement.
EXHIBIT 'D'



Hallway inside front entrance.



Men's restroom.



Hallway looking toward front of building.



Above ceiling.

EXHIBIT 'D'